Office of Student Life
Job Description: Graduate Intern for Student Leadership and Engagement
Part-Time (20 Hours/Week)

CCA Intern Program

The California of the Arts Student Affairs Graduate Internship program prepares students for a wide range of career opportunities in student affairs at the postsecondary level. This program provides students with an opportunity to develop first hand knowledge of the student affairs profession and gain hands on experience in many areas within the Division of Student Affairs at CCA. Furthermore, the CCA Graduate Internship program will afford students the opportunity to analyze the functions of various administrative departments, their relationships to one another and to the institution in order to understand contemporary societal issues and their impact from an institutional perspective. Working with experienced student affairs administrators the Interns will work to improve the quality of life on campus, foster a safe, healthy, and respectful environment, support academic achievement and success, and promote leadership and civic engagement. The Interns also participate in College-wide projects and professional development opportunities and begin developing their professional network.

Position Purpose:
- To allow a qualified graduate student with significant campus leadership experience to gain added expertise in a variety of Student Affairs areas.
- To support Student Life staff by leading, coordinating, administering, and supporting programs and services
- To enhance the intern's academic and professional experience by working with various student groups and through leadership development support.

Position Summary:
Under the supervision of the Associate Director of Residential Life & Student Life the Graduate Intern for Student Leadership and Engagement assists in the furthering of the mission and focus of the Student Life program at CCA. The Graduate Intern for Student Leadership and Engagement (GISLE) will contribute to the short and long term goals of the department and its programs. Working in a variety of areas, the Intern will use his/her experience to help reach the departmental outcomes of providing programs and services that support students’ leadership development and promote student engagement in co-curricular activities. The GISLE will reside in one of CCA’s San Francisco based residence halls.
Responsibilities Include:

- Attend mandatory, regularly scheduled Student Life Intern meetings and trainings.
- Attend regular one-on-one meetings with supervisor.
- Devote 20 hours per week to the internship (structure to be determined by supervisor).
- Participate in collaborative projects with other interns when appropriate.
- Cultivate and maintain good working relationships with staff, faculty and students.
- Assist with New Student Orientation and Commencement.
- Participate in student leadership trainings.
- Support College policies and guidelines.
- Work with staff to develop co-curricular events and services.
- Assist with the planning of all aspects of student organization leadership trainings and advising.
- Build and maintain an inventory of materials and resources for student groups and organizations.
- Additional duties as assigned by the Associate Director for Residential Life & Student Life.

Staff Supervision, Training and Selection

- Supervises Student Life work-study students and manages administrative duties under the direction of the Associate Director for Residential Life & Student Life.
- Participates in the selection and training processes of the work-study students.

Student Activities

- Coordinates, benchmarks, and assesses Oakland San Francisco based student life events and initiatives including, but not limited to, the Chimerapalooza welcome fair, campus-wide lunches, donation drives, workshops, trips, and Crunch Week. Tasks include ordering supplies, reserving space, event setup and breakdown, etc.
- Lead the promotion of student life events through the use of social media channels, print material, and other forms of appropriate communication to the campus community.
- Serves as an advisor for standing student organizations.
- Encourage and support students, student organizations, departments, and academic programs, on events that benefit the student community and align with the college’s mission.
- Support key departmental signature programs such as New Student Orientation, Holiday Lunch, Spring Picnic, Art and Craft Fairs, and Commencement.
- Be available for consultations with student leaders regarding their groups and organizations.
- Assist in the development of leadership resource guides and programming materials.
- Assist in the coordination of the Excellence in Student Leadership Awards.
- Perform other similar and related duties as assigned.
- Bring creative ideas and energy to the position.

**ACPA / NASPA Professional Competency Areas of Focus**
- Advising and Helping
- Assessment, Evaluation & Research
- Ethics
- Leadership & Administration / Management
- Pluralism and Inclusion
- Student Learning and Development

**Residential Life**
- The GISLE will be required to live in their assigned residence hall for the duration of their contracted employment.

**Administration**
- Meets regularly with the Associate Director for Residential & Student Life for supervisory meetings.
- Meets regularly with work study students for training / planning meetings.

**Additional Responsibilities**
Performs other duties as assigned.

**Minimum Qualifications:**
- Enrollment in Masters program required; School of Education preferred
- Demonstrated passion and support for all students regardless of race, gender, ethnicity, sexual orientation, ability, nationality and/or language.
- Experience in student leadership, event planning and working with student organizations highly desired
- Demonstrated supervisory skills and experience strongly recommended and preferred.
- Ability to balance collaborative and independent work.
- Excellent written, oral, social media-based and interpersonal communication skills.
- Sensitivity to the needs and issues of students in the arts / design/ architecture fields preferred.
- Proficiency in using Microsoft Office Suite, particularly Word and Excel and strong general computer skills.
- Ability to transport or access transportation for job requirements on each campus.

**Note:** This is a 10-month live-in position, which requires evening and weekend responsibilities. On-call for evenings, weekends and college break periods will be shared with other staff members.

**Time Commitment:**
- A full year commitment is required. 2nd year term extended based on satisfactory evaluation at the end of the 1st year. August 1st – May 31st
Compensation:
- Hourly wage $13.00 per hour.
- Single room in shared apartment provided in SF based residence hall. Housing allowance will be deducted from overall compensation for the single room. Housing cost will be significantly discounted, (rates for 2016 - 2017 to be determined pending notification from Residential Life).
- Access to free college shuttle service to and from the CCA San Francisco Campus during weekdays while the college is in session.
- Opportunities to participate in Student Affairs professional development trainings and workshops.

Work Schedule:
- 20 hours/week with the exception of 30 hours a week during the weeks of Chimera Leader Training and Orientation in the month of August and the first week staff returns in January.

Supervisor:
- Associate Director for Residential Life & Student Life

Application Procedure:
- Please visit http://myusf.usfca.edu/student-life/student-affairs-internship-program for details on how to apply.