



**Position Title:** Student Activities and Leadership Coordinator  
**Division:** Student Services  
**Department:** Student Life  
**Reports To:** Director of Student Activities and Leadership  
**Supervises:** Inter Club Council (ICC) & affiliates  
**Status:** Graduate Internship  
**Date:** July 2016 – May 2017

**SUMMARY OF POSITION:**

The Student Activities and Leadership Coordinator (SALC) will be responsible for supporting and shadowing the work of the Director of Student Activities and Leadership in the creation and management of student activities/events on campus, and also in helping to develop leadership training workshops and programs that will serve to educate and guide the various student groups, clubs, and organizations within the university community. This internship requires the individual to support the collaboration of students and faculty/staff colleagues in the development and implementation of programs, activities, and events that supplement engaged student learning and provide for social interaction and memorable experiences.

The SALC position is a ten-month live-in internship within the Division of Student Life requiring 20 hours per week (additional hours may be required in the weeks preceding and following semester start/finish dates). As part of the Student Life Staff and as a live-in internship, the SALC will also be required to participate in campus-wide duty coverage within the Department of Residence Life.

*ADDITIONAL INFORMATION: The Department of Student Life at Dominican University of California is in the process of developing more robust student activities and a more comprehensive engaged learning extra/co-curricular program for our students. Under the supervision of the Dean of Students and Director of Student Activities and Leadership, the SALC will be responsible for tasks as outlined in this form, but is also encouraged to share any special interests in which the Intern may wish to pursue, as these can be integrated into the assignments. We are seeking individuals committed to serving students and who would like to explore the various aspects of working in student services.*

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Providing general advisement for ASDU (student government), ICC (Inter-Club Council) and student clubs and organizations*

- Assist in the creation of workshop and retreat materials and in-service training for leaders in ASDU, clubs and organizations, and other student leaders on campus.
- Meet regularly with student leaders in support of event planning and management efforts, budget management, meeting facilitation, and conflict resolution.
- Participate in discussions at ASDU General Council, Executive Board, and Senate meetings as well as ICC General Council and leadership meetings.
- Update and maintain information on website.
- Help to manage the Leadership Awards Ceremony in the spring semester.

*Assisting with the development and execution of New Student Orientation & Orientation Mentor Program*

- Assist in the training and mentoring of Orientation Leadership team.
- Assist in coordination of Orientation programming.
- Collaboration with campus departments (ie. Admissions, Academic Advising & Achievement Center, Facilities & Events Management Office, and food services) to host Orientation events and in-service training throughout the academic year.

*Student Activities & Leadership Departmental/Program Support*

- Collaborate with other departments within Student Life, as well as with academics, admissions, athletics, alumni and parent programs, and facilities on various projects and special University events such as; Shield Day, Family Weekend, and Commencement, etc.
- Collaborate with Director of Student Activities and Leadership, members of Student Life Staff, and other faculty and staff colleagues in the development and support of engaged student learning programming for students.
- Maintain office hours to facilitate student contact.
- Participate in departmental/divisional training and development activities as appropriate.
- Participate in campus wide on-call duty coverage.
- Other duties as assigned.

## **PROFESSIONAL COMPETENCIES**

Outlined by ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners (2015), the primary competency areas that the graduate intern will develop, include:

**Advising and Support (A/S):** Providing advising and support to individuals and groups through direction, feedback, critique, referral, and guidance. Through developing advising and supporting strategies that take into account self-knowledge and the needs of others, we play critical roles in advancing the holistic wellness of ourselves, our students, and our colleagues.

**Student Learning and Development (SLD):** Addressing the concepts and principles of student development and learning theory. This includes the ability to apply theory to improve and inform student affairs and teaching practice.

**Organizational and Human Resources (OHR):** Student affairs professionals bring personal strengths and grow as managers through challenging themselves to build new skills in the selection, supervision, motivation, and formal evaluation of staff; resolution of conflict; management of the politics of the organizational discourse; and the effective application of strategies and techniques associated with financial resources, facilities management, fundraising, technology, crisis management, risk management and sustainable resources.

### **SUPERVISION & MENTORING RECEIVED**

The SALC reports to and is supervised by the Director of Student Activities and Leadership. There is an expectation that the SALC will communicate regularly with the Director and will meet as needed to discuss department-specific issues. In addition, the SALC will work closely with members of the Student Life Staff and may be asked to partner with staff colleagues on other duties and assignments as needed.

### **REQUIRED QUALIFICATIONS**

To be a successful Intern, an individual must be able to perform each essential task and responsibility. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree from accredited institution;
- Must be concurrently enrolled in a graduate degree program in Higher Education or similar field of study;
- Experience in planning/organizing student activities and events, and in working with student groups or leadership programs;
- 1 year of residence life and/or transferable student affairs experience preferred.

### **TIME COMMITMENT AND COMPENSATION**

A full year commitment is required. Must reapply at the end of the 1<sup>st</sup> year for a 2<sup>nd</sup> term, if return is desired. Intern will work M-F (some evening and/or weekends required) at a rate of \$10.00 per hour for up to 780 hours for the contract period.

Additionally the following will be provided;

- Furnished single occupancy suite within a designated residence hall at Dominican University of California (July 2016 – May 2017);
- The equivalent of a 14 meal per-week meal plan;
- \$350 professional development funding (with approval by the Director of Student Activities & Leadership).

Please note all compensation is taxable.

**CONTACT/HIRING MANAGER:**

Lauren Castro  
Director of Student Activities and Leadership  
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**APPLICATION PROCEDURE:**

Please visit <https://myusf.usfca.edu/student-life/graduate-internships> for details on how to apply. The priority application deadline is February 2016.

**NON-DISCRIMINATION POLICY**

Dominican University of California offers equal education and employment opportunity to all persons regardless of age, color, disability, ethnicity, gender, national origin, pregnancy, race, religion, sexual orientation, or veteran's status. This policy is in consonance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Executive Order 11246, as amended; Section 504 of the Rehabilitation Act of 1973; the Pregnancy Discrimination Act of 1978; the Age Discrimination Act of 1975; and applicable laws of the State of California.

**ABOUT DOMINICAN UNIVERSITY OF CALIFORNIA**

Dominican University of California is an independent, international, learner-centered university of Catholic heritage, offering both undergraduate and graduate programs. The University, located 13 miles north of San Francisco's Golden Gate Bridge in beautiful Marin County, is focused on excellence in liberal arts and professional education. As an institution of higher learning, the University seeks to attract an active, culturally and academically diverse faculty and staff of the highest caliber. Dominican has a 1:11 teacher-to-student ratio, an average class size of 15, with a small-town feeling in a park-like campus. We blend interdisciplinary core courses, real-world studies, and small classes with close and supportive academic advising and mentoring. For additional information, please visit [www.dominican.edu](http://www.dominican.edu).