EMRS Program Intern
Student Development
Division of Student Life

Under the supervision of the Director of Campus Resilience, the Emergency Medical Response Service (EMRS) Graduate Intern will assist in all aspects of the program at the University of San Francisco. The USF Emergency Medical Response Service program recruits undergraduate student Emergency Medical Technicians (EMTs) to provide medical coverage for USF’s Hilltop Campus. In order to support the maintenance and growth of the program at USF, the EMRS Graduate Intern will support staff in recruiting and training student leaders, marketing the program to the USF community, administration and programming, and assessment.

Responsibilities:

- Assist the Director of Campus Resilience in all administrative duties
  - Includes, but not limited to: Managing EMRS email communication, monthly expense reporting, CPR and EMRS supply ordering, and new EMT Onboarding
- Co-supervise undergraduate student staff members of EMRS
  - Includes, but not limited to: scheduling, student development, working one-on-one with student staff members
- Collaborate with EMRS Faculty Advisor, Medical Advisor, and other professionals in the continued development of the program through professional development opportunities
- Help coordinate, administrate, and facilitate Continuing Education Units (CEUs) for student EMTs
- Conduct informational sessions to recruit possible EMTs to field questions and manage communications with students interested in becoming part of EMRS
- Market EMRS to the wider USF community; Raise awareness about the service to faculty, staff, and students and communicate how it can be used in emergency situations
- Coordinate outreach and tabling events for EMRS
- Advertise and coordinate CPR classes taught by students. Includes registration management; payment tracking; documentation and distribution of certification cards
- Work with CPR Education Coordinator to ensure American Heart Association compliance for CPR courses
- Participate in performance evaluation of student staff members
- Update communication and organizational systems including the Canvas Portal, EMRS website, EMRS social media, and student files
- Document and track student EMT training
Co-facilitate monthly USF EMRS General Meetings including agenda development and recording minutes

Professional competencies outlined by ACPA/NASPA Professional Competency Areas for Student Affairs Practitioners (2016), the primary competency areas that the graduate intern will develop include:

Law, Policy, and Governance (LPG)
The application of legal constructs, compliance / policy issues, and the understanding of governance structures and their impact on one’s professional practice.

Leadership (LEAD)
This addresses the knowledge, skills, and dispositions required of a leader, with or without positional authority.

Qualification:
Enrollment in a Masters program required; School of Education preferred. Generalist experience in student affairs is preferred. Applicant must have a solid understanding of programming and student development. CPR certified or willing to be certified within 60 days of start date. Social networking, database management, and website creation skills preferred. Proficiency with Microsoft Word, Excel, and PowerPoint required.