Office of the Dean of Students
Job Description: Graduate Intern for Access and Case Management (GIACM)
Part-Time (20 Hours/Week)

CCA Intern Program
The California College 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 Intern 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 Summary:
Under the supervision of the Assistant Dean of Students for Access and Case Management, this position assists in furthering the mission and focus of the Office of the Dean of Students at CCA. The Graduate Intern for Access and Case Management provides assistance for the oversight and coordination of services for students with disabilities, assist in the management of the Student Health Insurance program, and assists in the support of case management efforts. This position will be residing in the residence halls in San Francisco. The primary campus of work will be on the Oakland campus, with flexibility to work on the San Francisco campus as needed.

Responsibilities Include:
- Assist in providing specialized services to students with physical, psychological, and learning disabilities
- Participate in the intake process for students requesting accommodations, to help determine eligibility for reasonable accommodations
- Update online resources and materials regarding disability support services as assigned
- Serve as an advocate for students with documented disabilities
- Potential opportunity to supervise work-study students whose duties include note taking assistance, mobility assistance, and others as assigned.
- Support case management efforts around reports from CCA Cares
- Collaborate on health insurance promotion programming covering topics such as management of your health plan, benefits of health plan, and other related topics as identified.
- Create and foster a collaborative and creative partnership with other offices within Student Affairs.
- Assist in the conception, marketing, and implementation of events hosted or co-hosted by the Office of the Dean of Students.
- Develop assessment methods, research, analyze and use results to improve programs.
- Meets regularly with the Assistant Dean of Students for Access and Case Management for supervisory meetings.
- Meets regularly with work study students for training / planning meetings (as necessary).
- Provide a timely response to all requests from students, staff, supervisors, and other College personnel for information and materials as directed.

**Live-in Requirements:**
The GIACM will be required to live in their assigned residence hall for the duration of their contracted employment.

**ADDITIONAL RESPONSIBILITIES:**
Performs other duties as assigned by the Assistant Dean of Students for Access and Case Management.

**ACPA / NASPA Professional Competency Areas of Focus:**
- Advising and Supporting
- Assessment, Evaluation & Research
- Law, Policy & Governance
- Personal & Ethical Foundations
- Social Justice & Inclusion
- Student Learning & Development

**MINIMUM QUALIFICATIONS:**
- Enrollment in Master's program required; School of Education preferred
- Strong interest in disability support services
- Strong interest in case management in higher education setting
- Interest in student health insurance management
- Experience in program (e.g., workshops, trainings, events, etc.) development and implementation strongly preferred
- Experience working with students with disabilities preferred
- Demonstrated passion and support for all students regardless of race, gender, ethnicity, sexual orientation, ability, nationality and/or language.
- Ability to balance collaborative and independent work.
- Ability to handle multiple projects simultaneously with accuracy and thoroughness.
- Excellent written, oral, and interpersonal communication skills.
• Knowledge of and sensitivity to the needs and issues of students in the arts/design/architecture fields.
• Proficiency in using Microsoft Office Suite, particularly Word and Excel and strong general computer skills.
• Proficiency in using graphic design software, such as Adobe Photoshop, InDesign and Illustrator is strongly preferred.

**Note:** This is a 10-month live-in position, which requires evening and weekend responsibilities.

**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 (Summer Intern or Practicum opportunities may be available with the Division of Student Affairs)

**Compensation:**
• Hourly wage $15.00 per hour. The hours will be limited to when classes are in session for the academic year.
• Single room in shared apartment provided in one of CCA’s San Francisco based residence hall.
• Access to free college shuttle service between CCA campuses during weekdays while the college is in session.
• Opportunities to participate in CCA’s Student Affairs professional development trainings and workshops.

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

**Supervisor:**
• Assistant Dean of Students for Access and Case Management

**Application Procedure:**
• Please visit www.usfca.edu/studentlife/internships for details on how to apply.