Office of Student Life

Job Description: Graduate Intern for Student Leadership & Engagement (GISLE)
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 Student Life the Graduate Intern for Student Leadership and Engagement (GISLE) assist in the furthering of the mission and focus of the Student Life program at CCA. The 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 their 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. The GISLE position will have a key area of focus; Student Leadership & Engagement, but will collaborate with other student affairs graduate interns at CCA

**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
- Support College policies and guidelines
- Contribute to the Office Student Life’s curriculum and build new connections with community partners
- Collect multiple resources for hosting tabling events
- Promote events by designing posters, managing the shared Student Life Facebook account, and sending mass emails to get Staff and Faculty involved
- Collaborate with other CCA offices to target various student populations
- Collect feedback from students, analyzes effectiveness of events and activities, and prepares reports of execution
- 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 Student Life.
- Participates in the selection and training processes of Event Assistant work-study students.
- Participates in the on-going training of Student Affairs professional staff.

**Student Activities**

- Plan and facilitate workshops and presentations to students and staff for New Student Orientation, the Campus Activities Board, general student leadership / organizations and advisor trainings
Coordinates, benchmarks, and assesses Oakland and San Francisco based student life events and initiatives including, but not limited to, the “Chimerapalooza” welcome fair, campus-wide lunches, donation drives, workshops, bay area trips, the Love Series, and Crunch Week. Tasks include ordering supplies, reserving space, event setup and breakdown, etc.

- Participate in and help facilitate student leadership trainings
- 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.
- 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 Supporting
- Assessment, Evaluation & Research
- Personal and Ethical Foundations
- Organizational and Human Resources
- Social Justice and Inclusion
- Student Learning and Development

Residential Life

- The Graduate Intern 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 a master’s level 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 may be shared with other staff members.

Time Commitment:
- A full academic year commitment is required. The term of employment is August 1 - May 31. A second year term will extended based on satisfactory evaluation at the end of the first year. (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 to and from the CCA San Francisco Campus 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 Chimera Leader Training and New Student Orientation in the months of August and January.

**Supervisor:**
• Associate Director for Student Life