Graduate Intern for New Student Programs
Student Leadership and Engagement
Division of Student Life

Reporting to the Assistant Director for Orientation Programs, the SLE Graduate Intern 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 shape the delivery of new student programs and services in an effort to reach the departmental outcomes supporting students' leadership development and promoting student engagement in co-curricular activities. Specifically, the Intern will assist with the coordination and implementation of New Student Orientation, assist with the advising of the Get Oriented (GO) Team, and assist with the implementation of USF 101 and its Peer Mentor Program. USF 101 is a one credit course for first time freshman to aid in their transition to college.

Responsibilities

New Student Orientation
- Serve as primary and support staff for the all new student orientation program and events
- Assist with the management, oversight, and training of the Move-in Day Team, a student volunteer team of approximately 200 students
- Assist with publicity and marketing of new student programs and oversee social networking outreach efforts
- Assist with maintaining and updating New Student Orientation and GO Team website
- Provide support to orientation subcommittees: publications, transfer students, convocation, move-in day, orientation planning team
- Assist with the event planning and management of large-scale orientation events (Orientation Brunch, Family Reception, Evening Events, Move-in Day, Off-Campus Student Program)
- Serve as liaison between Student Leadership and Engagement and Events Management & Guest Services for orientation event logistics
- Assist with the curriculum development and facilitation of student staff training for Team Leaders, Returning Orientation Leaders, and Orientation Leaders
- Assist with the supervision of all members of the GO Team (with an emphasis on the supervision of both Team Leaders and Returning Orientation Leaders)
- Coordinate the recruitment and selection of GO Team (Serve as primary advisor and participate in all applicant interviews)
- Respond to inquiries from new students and family members regarding new student programs (answering phones, responding to emails, etc.)
- Develop resources and conduct outreach for new off-campus/transfer students
- Assist in creating a welcoming and inclusive environment for families of new students at all events during Orientation
- Assist with the assessment of New Student Orientation and GO Team
**USF 101**

- Assist with the development and implementation of USF 101
- Support the development of USF 101 marketing, website, and social media
- Aid in the assessment of USF 101, instructors, and Peer Mentors
- Co-coordinate resources and support for USF 101 instructors
- Assist with the development and implementation of USF 101 Peer Mentor program
- Create and implement elements of USF 101 Peer Mentor training

**SLE Departmental/Program Support**

- Support for SLE departmental signature programs including, but not limited to, New Student Orientation, Involvement Fairs, Student Leadership Conference, and Student Leadership Awards
- Participate in department/division activities including meetings, retreats, and staff development.
- 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:

**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.

**Leadership (LEAD)**

- Leadership involves both the individual role of a leader and the leadership process of individuals working together to envision, plan, and affect change in organizations and respond to broad-based constituencies and issues. This can include working with students, student affairs colleagues, faculty, and community members.

**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.

**Social Justice and Inclusion (SJI)**

- A process and a goal to create learning environments that foster equitable participation of all groups while seeking to address and acknowledge issues of oppression, privilege, and power. Seeking to meet the needs of all groups, equitably distributing resources, raising social consciousness, and repairing past and current harms on campus communities.
A complete list of competencies can be found at www.naspa.org or www.myacpa.org.

Qualifications
Enrollment in a Masters program required; School of Education preferred. Generalist experience in student affairs is preferred in the areas of orientation, transition, and student leadership development. Applicant must have a solid understanding of the needs of new students, facilitation, advising/supervising student leaders, and event planning. The ability to work independently, be flexible and to complete tasks in a timely matter would be ideal traits in a successful candidate. Proficiency with Microsoft Word, Excel, and PowerPoint required.

Time Commitment and Compensation
A full year commitment is required. Must reapply at the end of the 1st year for a 2nd term. Intern will work M-F (some evenings and/or weekends required) at a rate of $20.00 per hour for up to 370 hours per semester (plus 98 additional hours in the summer), 25 hours per week for 2 weeks prior to the semester starting, 20 hours per week during the semester. Funding support for professional development, MUNI pass, or Dons Dollars in the amount of $350 will be provided by the host department. Please note all compensation is taxable.

Hiring Manager
Lester Deanes, Assistant Vice Provost for Student Engagement, Division of Student Life

Application Procedure
Visit http://myusf.usfca.edu/student-life/graduate-internships for details on how to apply.