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

Reporting to the Associate Director for Campus Programs, the 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 SLE reach the departmental outcomes of providing programs and services that support students’ leadership development and promote student engagement in co-curricular activities open to all USF students. Specifically, the Intern will assist with advising the Campus Activities Board, supporting the development of the executive board and implementation of campus-wide events, and assisting with implementation of student event incentive initiatives.

Responsibilities

Assist with advising the Campus Activities Board
- Advise 8 officers and appointed committee chairs on the development of campus wide activities, including oversight of special event implementation, management, and budgeting processes
- Participate in selection, training, and evaluation for officers, as well as contribute to their development as leaders
- Facilitate weekly check-in meetings with officers
- Attend and provide oversight at all Campus Activities Board events, programs, and meetings

Provide support for the development and implementation of campus-wide events
- Assist with oversight of special event implementation and management for events sponsored by SLE and/or ASUSF
- Encourage and support collaboration on events and activities that promote campus history and traditions

Assist with the development and coordination of student event incentive initiatives
- Coordinate marketing, prizes, and administration of an incentive program
- Publicize events to increase awareness, participation, and satisfaction
- Assess and interpret data received from student event tracking
- Evaluate the impact of initiatives and consolidate recommended improvements
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:

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.

Leadership (LEAD)
Leadership involves both the individual role of a leader and the leadership process of individuals working together to envision, plan, an 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.

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.

Qualifications
Enrollment in Masters program required; School of Education preferred. Generalist experience in student affairs is preferred in the areas of student organizations, leadership, and event planning. Applicant must have a solid understanding of programming and advising student organizations and strong administrative skills. Self-starter attitude and ability 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. 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: Rich Dillon
Associate Director for Campus Programs, SLE

Application Procedure: Please visit https://myusf.usfca.edu/student-life/graduate-internships for details on how to apply.