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

Reporting to the Assistant Director for Leadership Development, the Graduate Intern will contribute to the short and long-term goals of Student Leadership and Engagement (SLE) 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 the development and coordination of the Magis Emerging Leadership Program and support other leadership programs and resources of the department.

Responsibilities

Assist with development and implementation of the Magis Emerging Leadership Program
- Lead recruitment and selection efforts for Magis Fellows and Magis Mentors
- Provide guidance and support to the Magis Mentors through trainings, Leadership Team meetings, and one-on-one meetings as needed
- Assist with curriculum development and program delivery including retreats, weekly cohort meetings, and workshops
- Develop and distribute the Summer and Winter editions of the Magis Alumni Newsletter, including maintenance of the Magis alumni database
- Assess desired learning outcomes for Magis Emerging Leadership Program Fellows through formative and summative tools

Provide Support for Other Department Leadership Programs and Resources
- Assist in the development and facilitation of leadership trainings for student staff and student organizations
- Co-Advise the Student Leadership Conference Planning Committee by attending weekly meetings, coordinating logistics, and supporting student leadership development
- Assist with the preparation and delivery of the annual Division of Student Life Student Leadership Awards
- Research, plan, and facilitate leadership workshops as needed
- Build leadership resource library, including online resources for SLE

SLE Departmental/Program Support
- Provide support for SLE departmental signature programs including Involvement Fairs, Student Leadership Conference, and Student Leadership Awards
- Participate in department/division activities including meetings, retreats, events, and staff development
- Other duties as assigned
**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:

*Advising and Supporting (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.

*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.

*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.

A complete list of competencies can be found at [www.naspa.org](http://www.naspa.org) or [www.myacpa.org](http://www.myacpa.org).

**Qualifications**
Enrollment in Master’s 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, open to application for a second term if eligible. Intern will work Monday–Friday (some evenings and/or weekends required) at a rate of $20.00 per hour for 20 hours per week during each academic semester. In addition, 25 hours per week for 5 weeks prior to the start of fall semester and 25 hours per week for 2 weeks prior to the start of spring semester is required for training and planning purposes. Funding support for professional development, MUNI pass, or Dons Dollars in the amount of $350 will be provided by the department. Please note all compensation is taxable.

**Hiring Manager**
Bob Just  
Assistant Director for Leadership Development, SLE

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