UNIVERSITY OF SAN FRANCISCO

CHANGE THE WORLD FROM HERE

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

Reporting to the Assistant Director for Student Organizations, 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 assist in efforts to reach the departmental outcomes supporting students' leadership development and promoting student engagement in co-curricular activities. Specifically, the Intern will assist with the development and coordination of student organization services offered by SLE in conjunction with the Associated Students of the University of San Francisco (ASUSF) and the Associated Graduate Students of the University of San Francisco (AGSUSF).

Responsibilities

Provide general advisement for student organizations including, but not limited to: event planning, ASUSF and AGSUSF funding, leadership development, and financial procedures

- Advise and assist with supervision of Peer Advising Team undergraduate student staff
- Conduct outreach to registered student organizations to strengthen organizational capacity including compliance with policies, recruitment and retention, utilization of OrgSync, event planning, leadership transition, and access to resources
- Prepare and present workshops on involvement, student organization resources and other leadership topics
- Coordinate marketing, review, awards, and processing for AGSUSF Development Funding, AGSUSF Events Funding, and AGSUSF Conference Funding awards
- Assist student organizations with the completion and submittal of financial forms and provide resources on fundraising
- Manage and maintain AGSUSF Development Funding, AGSUSF Events Funding, and AGSUSF Conference Funding accounts including tracking expenditures and income, budget reconciliation, writing reports, planning, and proposing a budget for the next year

Assist with Graduate Student Organization Registration and Orientation

- Advise students interested in starting a new graduate student organization
- Coordinate marketing, distribution, collection, review, follow-up, and approval for Graduate Student Organization Registration
- Develop and facilitate Graduate Student Organization Orientation sessions
- Maintain updated graduate student organization directory and files

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.

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.

A complete list of competencies can be found at www.naspa.org or 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
Marci Nunez,
Director, SLE

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