



Graduate Intern
Leo T. McCarthy Center for Public Service and the Common Good
Silk Financial Literacy
Engage San Francisco Literacy

The Graduate Assistant is responsible for assisting the Literacy Programs Manager with oversight and coordination for the Engage San Francisco Literacy (ESF) Program and Silk Financial Literacy Initiative. This includes: assisting in managing an extensive database of student information; hiring, training, and supervising students; keeping in regular contact with sites; observing and coaching students. **This position offers opportunities for curriculum and workshop development as well as an opportunity to gain management experience with a large team of undergraduate students. In this role, graduate students will learn how to create a humane work place for student employees, engage in critical dialogue with students, offer supportive critique to undergraduates, and inspire undergraduates to be justice-oriented leaders.**

Programs:

- ESF Literacy is a tutoring program that is a part of ESF's community engaged place-based initiative working to promote educational equity, antiracism, and cultural humility within the Western Addition, a historically Black neighborhood in San Francisco.
- Silk Financial Literacy aims to advance financial freedom and economic liberation for youth from multiply-marginalized communities by developing and implementing a culturally-relevant and critically-contextualized financial literacy program.

Primary Activities

Responsibilities within this position include but are not limited to:

1. In collaboration with the Literacy Manager, assist with the recruiting, interviewing, and hiring suitable site leaders and student for the programs; including guiding students through the on-boarding process.
2. In collaboration with the Literacy Manager, assist with an orientation for new and returning site leaders and students at the start of each semester; research, planning, and facilitation of student trainings and meetings throughout the semester; collaborating with different offices across campus to create robust trainings and learning opportunities for the site leaders and students.
3. Support students in contacting and navigating various USF offices/resources including WorkDay, Student Employment, Payroll, and Student Disability Services.
4. Assist Literacy Manager in placing new and returning students at sites.
5. Helping to ensure open communication between sites, students, program/training staff, and program manager, including 1-2 site visits per semester.
6. Organizing timesheets and other administrative duties as assigned.
7. In collaboration with the Literacy Manager, creating, overseeing, and/or maintaining the filing system, database, and on-line documents for the students
8. In partnership with Literacy Manager and ESF Director, ensure that mid-term, beginning-of-term, and end-of-term assessment data is analyzed and distributed.

9. Assist in compiling end-of-term report (fall) and end-of-year report (spring).

Additional Expectations

1. Maintaining positive working relationships with USF faculty, staff and students and community partners.
2. Collaborating with other Engage San Francisco/ Leo T. McCarthy Center programs on joint campus events.
3. Participating in Leo T. McCarthy Center and Engage San Francisco events, team meetings and professional development opportunities.
4. Modeling appropriate professional attitudes and behaviors to staff, faculty, students, and community partners, both on-and-off campus.
5. Demonstrated cultural humility and ability to work with diverse populations.
6. Understanding and sensitivity regarding issues of race, class, gender and power, particularly in relation to campus community partnerships.

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:

- **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.
- **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.
- **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 Master's degree program required. USF's School of Education applicants are preferred. The position requires strong organizational and communication skills, a strong interest in education and early literacy, computer skills, and the ability to work with others. Maintaining professionalism under stress is a must.



Prior experience with program coordination and experience working in K-8 education is also helpful, but also not necessary to apply.

Time Commitment and Compensation

A full year commitment is required; with hope you will reapply at the end of the 1st year for a 2nd term. This position will work M-Th/F (occasional evenings and/or weekends may be required) at a rate of \$28.50 per hour for up to 370 hours per semester (25 hours per week for 2 weeks prior to the start of the semester; 10-20 hours per week during the semester). Funding support for professional development or Dons Dollars in the amount of \$350 will be provided by the host department. Please note all compensation is taxable. Currently the position is hybrid with most work occurring remotely, however this is subject to change. The start date is August 4th, 2025.

Supervisor

Literacy Program Manager, Engage San Francisco

Application Procedure

Please apply via the SAIP application process or submit a cover letter and resume to the Program Manager Dresden Frazier-Smith at djsmith8@usfca.edu.

USF is an Equal Opportunity/Affirmative Action Employer. We particularly encourage minority and women applicants to apply for all positions. The University provides reasonable accommodations to individuals with disabilities upon request.

Established as San Francisco's first Institution of higher learning in 1855, the University of San Francisco presently serves over 9,000 students in arts and sciences, management, education, nursing, and law. The University is a private Catholic and Jesuit Institution and particularly welcomes candidates who desire to work in such an environment.