

**Graduate Intern for Campus Activities
Student Leadership and Engagement
Division of Student Life**

Reporting to the Assistant Director for Campus Activities, 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 advising the Campus Activities Board, supporting the development of the executive board and implementation of campus-wide events, and will assist with the development and coordination of marketing initiatives, providing support for the marketing and photography assistants.

Responsibilities

Assist with advising the Campus Activities Board

- Advise 6 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

Assist with the development and coordination of marketing initiatives

- Assist with development and implementation of department marketing efforts including the weekly e-newsletters, podcasts, social media engagement, marketing campaigns, and photography
- Provide support for the recruitment, selection, training, supervision, and evaluation of undergraduate marketing and photography assistants
- Coordinate and support student involvement/engagement outreach efforts
- Maintain records and create reports to assess marketing efforts and results

SLE Departmental/Program Support

- Provide support for SLE departmental signature programs including but not limited to Involvement Fairs and Student Leadership Conference
- Participate in department/unit/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 (2015), 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, 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.

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 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 \$25.00 per hour for 20 hours per week during each academic semester. In addition, 25 hours per week for 3 weeks prior to the start of fall semester, and 4 hours plus one additional week of 25 hours prior to the start of spring semester is required for training and planning purposes. Funding support for professional development or Dons Dollars in the amount of \$350 will be provided by the department. Please note all compensation is taxable.