

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

Reporting to the Associate Director, 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 support and advisement for student organizations

- Conduct outreach to registered student organizations to strengthen organizational capacity including compliance with policies, recruitment and retention, event planning, leadership transition, and access to resources
- Coordinate the tracking and compliance of selective membership processes for undergraduate student organizations (including fraternities and sororities) and assist with the planning of community-wide programming, including topics of risk management, new member education, and leadership development
- Coordinate the registration and orientation process for student organizations and provide support with financial processes and other resources
- Develop trainings and workshops to support the development and growth of student organization leaders
- Support the supervision of four Student Organization Consultants

Provide support for student involvement in Greek Life

- Assist with compiling and updating Greek membership records and semester reports
- Advise Greek organizations that need additional assistance such as those facing retention concerns, not meeting membership minimums, etc.
- Assist with advising the Greek Council including the development of training/retreats, planning and execution of activities and programs, budget planning process, and the recruitment, selection, advising, and evaluation of executive officers

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.

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 \$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.