

# **OFFICE OF STUDENT INVOLVEMENT AND LEADERSHIP DEVELOPMENT**

## **GRADUATE INTERN, Leadership/ Clubs and Organizations**

The Office of Student Involvement and Leadership Development offers programs and services to enhance the University experience, serving as a resource for students and encouraging them to participate fully in the SCSU community. Our office works with Student Organizations, Fraternity and Sorority Life, Student Leadership Programs, Commuter Students, Special Events, Student Activities and Community Engagement.

### **Graduate Intern, Leadership/Commuter Services**

One of three Graduate Interns in the Office of Student Involvement and Leadership Development, the Graduate Intern for Leadership/Clubs and Organizations has responsibility for assisting in the development of a comprehensive set of leadership initiatives that support students' leadership development and promotes engagement in co-curricular activities. This intern will also support the club and organization management program, especially the recognition and implementation of new student organizations. Additionally, this intern is responsible for assisting with the planning and implementation of services that allow for expanded involvement opportunities for students. Some nighttime and weekend work is expected. This is an 11-month position.

Graduate Interns have a significant staff leadership role within the Office of Student Involvement and Leadership Development and on campus. A successful Graduate Intern candidate must have an interest in working one-on-one with students, participating in department and University functions, and willing to assume leadership activities within the office. Graduate Interns participate in division initiatives, staff selection and training and assessment.

Primary responsibilities include:

### **Management of Leadership Programs:**

- Assist with the curriculum development of a comprehensive student leadership program
- Serves as the circle coordinator of the Southern Connecticut State University circle of Omicron Delta Kappa, and coordinates the annual ODK Induction.
- Assists with staff selection, coordination, training and support for the Peer Mentor program
- Facilitate and oversee the Freshman Leadership Experience Program
- Help coordinate the Bronze Leadership Certificate Program and Silver Leadership Certificate Program
- Maintains the Leadership Program page of the Student Involvement website

**Planning and Implementation of Leadership Events:**

- Serves as a coordinator for the Student Organization Celebration, Student Awards Banquet, Senior Processing Dinner, and other annual events, such as the ODK Leader to Leader Luncheon and ODK Fall Induction. These roles include providing support by coordinating details pertaining to scheduling, planning etc. of activities.
- Provides support in the development, coordination, facilitation, evaluation and assessment of leadership programs

**Clubs and Organizations**

- Coordinate and execute the promotion and marketing of the OwlConnect platform
- Provide advisement and support for student organization that have been newly recognized
- Assist with the event approval process for clubs and organizations through OwlConnect
- Assist in the planning and execution of the annual Student Organization Retreat and workshops
- Provide support and consultation to student organizations looking to plan events
- Assist in the supervision of the department's graphic designers
- Support department and division initiatives and programs
- Coordination of monthly student leader and advisor recognition efforts
- Assist in the assessment of student involvement in clubs/organizations
- Work with the Assistant Director for clubs and organizations to build and expand the quality of programs and services offered to student organizations and their advisors

**Administrative Responsibilities:**

- Responsible for developing an understanding of state, university, and departmental policies regarding purchasing, facilities reservations, and risk management
- Compiles reports and assists with assessment of student trainings, activities, and events
- Serves on a division-wide committee (Professional Development, Assessment, Celebration, etc.) and communicates what has been discussed to the Student Involvement and Leadership Development staff.

**Provide Support for Students:**

- Provide appropriate referrals, support, encouragement, and access to necessary University resources

**Other Duties as Assigned:**

- At times, a supervisor, department administrator, and/or University staff may request assignments outside the purview of this position description
- May assist with other programs within the Division of Student Affairs including but not limited to: New Student Orientation, New OWL Weekend, Homecoming, Family Weekend, Social Justice Month, Cultural Fest, Open House and Discovery Day