

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

## **GRADUATE INTERN, Special Events, Programming and Commuter Services**

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, Special Events/Programming/Commuter Services**

One of three Graduate Interns in the Office of Student Involvement and Leadership Development, the Graduate Intern for Special Events/Programming/Commuter Services has responsibility for assisting with the planning and implementation of programming initiatives. The graduate intern in this position will advise the university programming board (Programs Council), assist with the training of student leaders around event planning and will serve on a number of program planning committees. Additionally, this intern is responsible for assisting with the planning and implementation of services that draw commuter students into the life of the university. 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 will be willing to assume leadership activities within the office. Graduate Interns participate in division initiatives, staff selection and training and assessment.

Primary responsibilities include:

### **Programming:**

- Serves as an advisor to the programming commission of the Student Government Association (Programs Council)
- Assists in the development and supervision of programming with a special emphasis on late night, weekends and commuter students
- Works with campus programmers and student leaders to plan, market and implement programming initiatives
- Provides support for the development, coordination, evaluation and assessment of Student Involvement programming
- Collaborates with other university members in the delivery of campus-wide programs
- Curates content for weekly student emails about campus events

**Commuter Services:**

- Plan and implement commuter specific programs including, but not limited to commuter luncheons, Good Morning Commuters, Wake Up Wednesdays and Commuter Connection Week.
- Coordinate commuter cohort program, including recruitment, assessment, and scheduling
- Supervise Commuter Assistants
- Supports student leaders in the development and implementation of commuter programs
- Assist in the creation and management of the commuter academic and involvement success path program
- Assists in the development of tracking commuter programs
- Provides content for and creates monthly commuter newsletter
- Manages and utilizes commuter listserv to disperse relevant information to commuter students

**Special Events:**

- Serves on Special Events committees (i.e. Homecoming, Spring Week, Week of Welcome) and provides support by assisting with the planning, coordination, implementation, promotion, and facilitation of programs and events

**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 initiatives for programming 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:**

- Provides appropriate referrals, support, encouragement, and access to necessary University resources
- Works with students to encourage participation in campus programming

**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