

**SCSU Graduate Internship
University Access Program (UAP)
Graduate Intern Program**

The Graduate Internship prepares students for a wide range of career opportunities in student services at the postsecondary level. This program provides students with an opportunity to develop firsthand knowledge of student affairs professions and gain hands-on experience in many areas with the Division of Student Affairs. Furthermore, the Graduate Internship program will afford students the opportunity to analyze the functions of various administrative departments and the relation of departments to each other and the institution and to understand contemporary societal issues and their impact from an institutional perspective. Working with experienced student affairs administrators, the interns will work to improve the quality of life on campus, foster a safe, healthy and respectful environment, support academic achievement and success, and promote leadership and civic engagement. The interns also participate in university-wide projects and professional development opportunities and begin developing a professional network.

Rationale:

University Access Programs (UAP), formerly known as Student Supportive Services, serves students who may not have access to higher education. The target population is primarily students of color, first-generation, geographically, ethnically, and socio-economically diverse.

UAP Graduate Intern Primary Function:

Reports to: Director of University Access Programs or his/her designee.

To assist the UAP College Access Services team in its programming and services, along with partnerships with the New Haven Promise Program and Gear Up college access programs and colleges, to ensure that students will have the academic, financial and social and emotional support to enroll and succeed in college.

Service Requirements: • (12 months, 35 hour work week, seven (7) hours per day • Assists with the coordination of the Southern Educational Opportunity Program • Individual Advisement: Caseload of 150-200 individual students • Outreach Programming: Conduct programs/workshops as assigned by Associate Director • Records: Maintain student progress records in accordance with the UAP procedures • Staff Meetings: Regularly attend/participate in weekly staff meetings • Evaluation: Complete/submit Instructor class progress forms as assigned • Paperwork: Complete all paperwork including weekly reports for Southern Educational Opportunity and New Haven Promise access programs • Training: Attend conferences/workshops on campus and off-campus. • Performs other duties as assigned

Characteristics

- Team player, energetic, computer-oriented, quick learner, people person, organizational skills, attention to detail, multi-tasked, trainer.
- Passion for working with students of all abilities and supporting individual development.
- Mature recent graduate, or graduate student.
- Demonstrated ability to work with others in individual and group settings, including student and family audiences
- Able to take initiative and work independently with attention to detail and follow-through

General Information

- Bachelor's degree and pursuit of a master's degree required; some supervisory skills and experience strongly recommended and preferred.
- •Ability to work with students, staff, and volunteers in a professional manner on a variety of tasks.
- •Ability to communicate effectively to students, faculty, staff, parents, families, and the public.
- •Basic filing typing and computer skills.
- •Ability to ask for help and accept the supervision and evaluation of your work.