

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

## **GRADUATE INTERN, Programming**

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.

### **Position Description**

One of three Graduate Interns in the Office of Student Involvement and Leadership Development, the Graduate Intern for Programming 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.

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.

## **Departmental Functions**

In addition to their primary responsibility, Graduate Interns will take the lead in supporting at least one of the following departmental functions:

- **Commuter Services** - Coordinate commuter programs and initiatives, advise the Commuter Assistants and assist with the training of student leaders around commuter support and success.
- **Social Media/Marketing** - Create and maintain an engaging and interactive social media plan for the office. Curates content for weekly student emails about campus events.
- **Special Events** - Assist with the planning, coordination, implementation, promotion, and facilitation of large departmental events such as Spring Week, Homecoming and Week of Welcome.
- **Clubs and Organizations** - Support the club and organization management program, especially the recognition and implementation of new student organizations. Additionally, provide advisement and support for cohorts of student organizations.
- **Service Events** - Assist with the planning, coordination, implementation, promotion, and facilitation of large-scale service events such as Day of Service, The Big Event, Adopt-A-Family and Friends of Rudolph.

## **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 departmental initiatives, activities and events.

## **Provide Support for Students:**

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

## **Other Duties as Assigned:**

- Supports OSILD programs, activities and initiatives.
- At times, a supervisor, department administrator, and/or University staff may request assignments outside the purview of this position description.
- Assist with other programs within the Division of Student Affairs including but not limited to: New Student Orientation, New OWL Welcome, Homecoming & Family Weekend, Cultural Fest and Admissions Events.