

Graduate Intern for the Office of the Dean of Student Affairs / SCSU Opportunity Center (SOC)

The DOS/SOC Graduate Intern assists with the day-to-day office operations of the SCSU Opportunity Center and Food Pantry. The DOS/SOC Graduate Intern serves in organizational, educational, and administrative capacities including assisting with case management of students utilizing Opportunity Center services.

Position Responsibilities:

- Assists with the operations of the SCSU Opportunity Center.
- Assist in the overall management of the food pantry; including staff recruitment, training and scheduling, securing product inventory, distribution, and record keeping.
- Ensure compliance with all health, food & safety regulations.
- Coordinates food and clothing drives to meet the needs of the center.
- Create a warm and welcoming atmosphere for the food pantry and makes suggestions accordingly.
- Responsible for the development of programs and initiatives related to the SCSU Opportunity Center.
- Prepare reports and statistics as needed.
- Assists with case management of students utilizing the SCSU Opportunity Center.
- Provide administrative assistance with record keeping, scheduling, and case file management.
- Assist with DOS office coverage when needed.
- Interact with students, parents, faculty, and administrators with sensitivity and professionalism.

Qualifications:

- Effective written and oral communication skills.
- Strong organizational and time management skills.
- Ability to work independently and as a contributing member of a team.
- Ability to develop and maintain positive relations with students of diverse backgrounds.
- Ability to adhere to strict confidentiality guidelines.
- Proficiency in Microsoft Office and Canva or similar graphic design programs.
- Admitted as matriculated graduate student in the CSCU System in Counseling, Counselor Education/Student Development in Higher Education, Social Work, School Psychology, Sociology, or other related fields.