

OFFICE OF STUDENT INVOLVEMENT AND LEADERSHIP DEVELOPMENT

GRADUATE INTERN

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 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 may participate in division initiatives, staff selection and training and assessment.

Graduate interns will take the lead in supporting one of the following departmental functions:

Area of Primary Responsibility:

Leadership - Assist with operations of a comprehensive student leadership program

Programming - Provide support to the Programs Council and in the development, coordination, evaluation and assessment of Student Involvement programming

Social Media - Assist in the creation of an engaging and interactive social media plan for the office.

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 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, Family Weekend, Cultural Fest and Admissions Events