

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

## **GRADUATE INTERN, Leadership**

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 Leadership has responsibility for assisting in the development of a comprehensive set of leadership initiatives that support students' leadership development and promotes engagement in co-curricular activities. Some nighttime and weekend work is expected.

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

Primary responsibilities include:

### **Management of Leadership Programs:**

- Assist with the curriculum development of a comprehensive student leadership program
- Serves as the circle coordinator of the Southern Connecticut State University circle of Omicron Delta Kappa, and coordinates the annual ODK Induction.
- Assists with staff selection, coordination, training and support for the Peer Mentor program
- Facilitate and oversee the First-Year Leadership Experience Program
- Help coordinate the Bronze Leadership Certificate Program and Silver Leadership Certificate Program

### **Planning and Implementation of Leadership Events:**

- Serves as a coordinator for the Student Organization Celebration, Student Awards Banquet, Senior Processing Dinner, and other annual events, such as the ODK Leader to Leader Luncheon and ODK Fall Induction. These roles include providing support by coordinating details pertaining to scheduling, planning etc. of activities.
- Provides support in the development, coordination, facilitation, evaluation and

assessment of leadership programs

**Departmental Functions:**

In addition to their primary responsibility, Graduate Interns will 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, including event request management. Graduate interns will also take the lead in supporting at least one of the following departmental functions:

- **Greek Life** - Assist in the support and development of fraternity and sorority student leaders and assisting in the oversight of our Fraternity and Sorority Life program
- **Social Media** - Create and maintain an engaging and interactive social media plan for the office.
- **Special Events** - Assist with the planning, coordination, implementation, promotion, and facilitation of large departmental events such as Spring Week, Homecoming and Week of Welcome.
- **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 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 Weekend, Family Weekend, Cultural Fest and Admissions Events