

Southern Connecticut State University
New Haven, CT
POSITION DESCRIPTION

POSITION TITLE: Graduate Intern, University Access Programs (UAP)

DEPARTMENT: University Access Programs

SUPERVISOR'S TITLE: Director of University Access Programs

Position Description (12-month position)

University Access Programs (UAP) at Southern Connecticut State University supports the access, persistence, and success of first-generation, low-income, and historically underrepresented students. Through a holistic and equity-centered approach, UAP provides academic, social, and developmental support that promotes student belonging, achievement, and degree completion.

UAP oversees multiple programs and initiatives that serve students from pre-enrollment through graduation. Working collaboratively with campus partners, UAP delivers advising support, programming, outreach, and engagement opportunities that strengthen student success and institutional impact.

The UAP Graduate Intern works closely with the Director of University Access Programs, Assistant Directors, and other professional staff to support cross-program student engagement, programming, and operational initiatives. This role provides hands-on experience in student affairs and higher education administration, with opportunities to contribute to student success efforts, departmental projects, and campus-wide collaborations.

The Graduate Intern participates in regular supervision, reflection, and planning meetings with UAP leadership and contributes to a collaborative team environment focused on continuous improvement and student-centered practice.

Position Responsibilities

- Work with UAP staff to develop and support student engagement and outreach efforts across University Access Programs for first- and second-year students, including proactive communication, follow-up, and referrals to campus resources.
- Support UAP student engagement through one-on-one conversations and facilitated small-group meetings, focused on connection, information sharing, and referrals.
- Support the planning, implementation, and day-to-day operations of the SEOP Summer Academy, including serving in a live-in support role during the six-week summer program, in coordination with UAP leadership.
- Assist with the planning, implementation, facilitation, and evaluation of UAP programs, workshops, orientations, and community-building initiatives.
- Support UAP staff with recruitment, onboarding, and retention-related activities.

- Provide logistical and administrative support for UAP events, including preparation of materials, attendance tracking, and post-event follow-up.
- Assist with data entry, documentation, and tracking related to student participation, engagement, and program outcomes.
- Support assessment efforts by assisting with survey administration, data compilation, and summary reporting.
- Contribute to student-facing communications, outreach campaigns, calendars, and informational materials.
- Assist UAP professional staff with the recruitment, hiring, onboarding, training, and supervision of UAP student employees, including reception desk staff, social media assistants, and peer mentors.
- Support the day-to-day coordination of UAP marketing and social media efforts, contributing to engagement strategies that promote UAP programs, events, and services.
- Participate in team meetings, trainings, and professional development activities.
- Complete additional duties related to UAP operations and initiatives as assigned by UAP staff.

Minimum Qualifications

- Bachelor's degree in a related field and current enrollment in a graduate program (e.g., Higher Education, Counseling, Social Work, Education, Public Administration, or related discipline).
- Demonstrated interest in student success, equity, and access in higher education.
- Excellent time management and organizational skills.
- Strong interpersonal, written, and verbal communication skills.
- Ability to work both independently and collaboratively in a fast-paced, student-centered environment.
- Proficiency with Microsoft Office applications.
- Prior experience working with college students, access programs, or student support services.
- Experience with event planning, outreach, or student engagement initiatives.
- Some evening and weekend work will be required during peak program periods.