Position Summary:
Supervised by the Assistant Director of Student Involvement, the Student Organizations Graduate Student Intern will work directly with the Student Life professional and student staff to develop and implement strategies to effectively manage the 150 student organizations available to all students at the University of Wisconsin – River Falls. The position receives a stipend of $10,124 for 9 months with additional compensation for summer employment. Anticipated start date for this position is June 1, 2015.

NASPA/ACPA Core Professional Competencies:  Leadership, Student Learning and Development, Equity, Diversity, and Inclusion and Personal Foundations

Position Responsibilities:

1. Implement and manage all aspects of the OrgSync student engagement management system including responding to questions, raising awareness of OrgSync, and supporting general student and student organization use of OrgSync.
2. Work directly with professional and student staff to manage all aspects of the student organization program including managing processes (organization renewal, alcohol registration etc.), implementing trainings, student organization communications, and providing support to student organization leaders.
3. Assist in the OrgSync management of the Falcon Five leadership certificate program.
4. Serve as a source of support and referral for student organizations with unique needs such as fraternities and sororities, identity based organizations, and major event producing organizations.
5. Update and manage the student organization leadership training website containing information about student organization policies, resources, and funding options.
6. Directly plan, manage and staff the fall and spring Student Involvement Fairs.
7. Collaborate with professional staff, graduate interns and student staff in the program development and implementation process for large scale events including but not limited to Homecoming Weekend, Welcome Week, Volunteer Fair and Spring Concert.
8. Compile assessment results for the purposes of informing program planning and departmental reporting.
9. Represent the department at regional conferences as necessary.
10. Utilize a strengths-based and appreciative advising approach when working with student staff.
11. Assist with the implementation of other programs and initiatives as assigned.

Qualifications:
A successful candidate will have a Bachelor’s degree and be fully enrolled on the SAA Program at UW-La Crosse. A strong interest in student engagement and involvement, leadership development, student development, and program development and implementation is crucial to success in this role. An ability to work collaboratively and creatively in a strong team oriented work environment is essential. Strong written and verbal communication skills and attention to detail are other desirable qualities. This position is a two year appointment subject to renewal annually based on performance indicators.

About the Office of Student Life:
The Office of Student Life at the University of Wisconsin – River Falls is the hub for student involvement and learning outside of the classroom. The Office of Student Life fosters student learning through inclusive and empowering experiences in the areas of community service and engagement, performing arts and lectures, leadership development, student organizations, and campus activities. More information about the staff and programs associated with the Office of Student Life at UW-River Falls can be found at http://www.uwrf.edu/studentlife.

To Apply: Please complete the UW-River Falls Graduate Student Intern Application by clicking the link.

Deadline to Apply: Applications will be reviewed as submitted. Position will be open until filled.