Falcon 5 Management Intern

Position Description

Title: Falcon 5 Management Intern
Department: Student Involvement
Reports to: Assistant Director of Student Involvement

Appointment: Academic year 2017-2018
Classification: Hourly Paraprofessional
Remuneration: Paid hourly for a maximum of 20 hours/week ($8.50/hour, pay schedule is bi-weekly)

Preferred Qualifications
- Interest in working in a high-energy team environment
- Passionate about making a difference in students’ lives
- Excited about planning and supporting large-scale events that bring energy to the entire campus
- Computer skills (e.g. Microsoft Office Suite, FalconSync)
- Strong organizational skills, interpersonal abilities, and oral and written communication

Position Summary
The Falcon 5 Management Intern is responsible for managing a diverse and comprehensive schedule of campus events, programs, and engagement opportunities for the Falcon 5 Program as well as tracking student involvement in the program. This position will also work to support other administrative aspects of the Office of Student Involvement. All interns will also have responsibilities at the Involvement Center Desk in the University Center supporting first-year student engagement, student organizations, and general office management. This position may require some evening and weekend hours.

Involvement Center Desk Responsibilities (10 hours per week):
A. Serve as a resource for anyone seeking information about involvement opportunities on our campus
B. Provide administrative support for all services at the Involvement Center desk
C. Take and transfer Involvement Center phone calls and answer questions as needed

Falcon 5 Management Responsibilities Responsibilities (10 hours per week):
A. Familiarize oneself with and manage the Falcon 5 program via the FalconSync software, in collaboration with other professional and graduate staff
B. Manage all facets of the Falcon 5 Program including event selection, program marketing, prize ordering and inventory, prize distribution, management of the staffing schedule, and student participation tracking
C. Maintain and organize the Falcon 5 swiping hardware and software (FalconSync)
D. Prepare class presentations and marketing materials, if needed, to promote the Falcon 5 Program
E. Assist the Associate Director of Student Involvement with the end of the semester survey
F. Assist the Assistant Director of Student Involvement with entertainment contract paperwork
G. Maintain all duties as an employee of the Office of Student Involvement staff, including trainings, retreats, and professional development
H. Collaborate with all staff on executing departmental programs including but not limited to Week of Welcome activities, Involvement Fair, Just Local, Opportunity Fair, Homecoming and Family Weekend, and Finals Fest
I. Assist with swiping at Falcon 5 events
J. Actively participate in weekly meetings with peer staff and supervisor
K. Other duties as assigned

Qualifications and Conditions of Employment
A. Must be enrolled as a full-time student during the period of employment
B. Must maintain a minimum cumulative grade point average of 2.5 before and during employment
C. Must be available to attend the fall training (August 28-Sept. 4, 2017)
Expectations
A Student Involvement Intern is expected to serve as a positive role model for other students. This person will be expected to follow University policies as well as state and federal laws. This expectation applies throughout the period of employment, whether on or off campus.

Application Information: Interested candidates must submit all applicant materials by **12:00 pm on Thursday, March 16, 2017.** Materials include, completed application, cover letter, personal resume, and a list of references.

Electronic application available on FalconSync:  
https://orgsync.com/83391/forms/135227