Leadership, Service, & Recognition Intern (2)

Position Description

Title: Leadership, Service & Recognition 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 Leadership, Service & Recognition Intern is responsible for working directly with leadership development, training, and recognition for both student organizations, as well as students on campus. 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

Leadership and Recognition Responsibilities (10 hours)

A. Work to support leadership and training programs developed by the Office of Student Involvement
B. Maintain current programs and create new ways to recognize clubs/organizations on campus (monthly awards, Gold Program, Leadership Gala); work collaboratively with Student Organization Interns
C. Work closely with the volunteer programs and large scale events; assist with KINDRF and Give Gain events
D. Facilitate Strengthquest programming to student organizations
E. Recognize student organizations through Facebook, bulletin boards, and other mediums (work collaboratively with Student Organization Interns)
F. Manage all leadership and recognition elements in the Involvement Center
G. Research and organize new trainings and resources for student organizations
H. Create training videos for student organizations
I. Create videos with the Video Intern that highlight student organizations on campus
J. Maintain all duties as an employee of the Office of Student Involvement staff, including trainings, retreats, and professional development
K. Collaborate with all staff on executing departmental programs including but not limited to Week of Welcome activities, Just Local, Homecoming and Family Weekend, and Finals Fest
L. Assist with swiping at Falcon 5 events
M. Actively participate in weekly meetings with peer staff and supervisor
N. 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