Position Description
Title: Student Organizations 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 Student Organizations Management Intern is responsible for working directly with the 150+ student organizations at UWRF. This position will collaborate with the Student Association Student Senate and the University Center staff. 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 requires many 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

Student Organizations Management Responsibilities (10 hours per week):
A. Familiarize oneself with and manage FalconSync software in collaboration with other professional and graduate staff
B. Collaborate with the maintenance and execution of online and in-person organization trainings that are both mandatory and optional (i.e. organization annual training, budget development training, FalconSync usage trainings, etc.)
C. Maintain online forms and databases for student organizations through FalconSync
D. Assist students who are looking to start new student organizations and guide them through the process
E. Co-coordinate and plan logistics associated with Fall and Spring Involvement Fairs to highlight involvement opportunities on campus
F. Co-collect information and compile into a biweekly video update to send to student organization officers in collaboration with the Student Organization Management Intern
G. Update and maintain the Student Organization Handbook and Policy and Procedures Manual each semester and upload online to be utilized by advisors and student organization leaders
H. Ensure effective promotions of all events/activities/trainings/resources on FalconSync
I. Maintain and update Involvement Center promotion spaces to display accurate, current information including the dry erase board “question of the week” and bulletin board calendar
J. Plan and manage student organization related Homecoming activities including Falcon’s Got Talent, parade, etc.
K. Maintain all duties as an employee of the Office of Student Involvement staff, including trainings, retreats, and professional development
L. 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
M. Work closely with Leadership & Recognition Intern to create resources, videos, activities that will assist student organizations with the topics mentioned above
N. Maintain all duties as an employee of the Office of Student Involvement staff, including trainings, retreats, and professional development
O. Assist with swiping at Falcon 5 events
P. Actively participate in weekly meetings with peer staff and supervisor
Q. 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