Leadership & Recognition Intern

Position Description

Title: Leadership & Recognition Intern
Department: Student Involvement
Reports to: Assistant Director of Student Involvement

Appointment: Academic year 2016-2017
Classification: Hourly Paraprofessional
Remuneration: Paid hourly for a maximum of 20 hours/week ($8.50/hour, pay schedule is bi-weekly)

Position Summary

The Leadership & Recognition Intern is responsible for working directly with leadership development and recognition for both student organizations, as well as students on campus. The Leadership & Recognition Intern works in the Involvement Center in the University Center. This position is a member of the Office of Student Involvement in the division of Student Affairs. This position requires some evening and weekend hours.

Responsibilities

A. Work to support leadership 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 Intern to assist with large scale volunteer events; assist with KINDRF and Give Gain events
D. Facilitate Strengthquest programming to student organizations and students out of the Involvement Center
E. Lead Talking Circles for student organizations and students out of the Involvement Center
F. Recognize student organizations through Facebook, bulletin boards, and other mediums (work collaboratively with Student Organization Interns)
G. Manage the leadership and recognition corners in the Involvement Center
H. Research and organize new trainings and resources for student organizations to facilitate (create videos)
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 and help run various Student Involvement events throughout the year (i.e. Karaoke, Open Mic, etc.)
M. Assist with swiping at Falcon 5 events
N. Actively participate in weekly meetings with peer staff and supervisor
O. 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 Fall training (August 28-Sept. 4, 2016)

Preferred Qualifications

A. Prior experience or interest in campus involvement
B. Computer skills (e.g. Microsoft Office Suite, FalconSync) considered a strong asset
C. Strong organizational skills, interpersonal abilities, and oral and written communication

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.