Student Organizations Management Intern

Position Description

Title: Student Organizations Management 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 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. The Student Organizations Management 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. Familiarize yourself 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. Manage all facets of the Falcon 5 Program
D. Assist the Director of Student Involvement with the end of the semester survey
E. Maintain online forms and databases for student organizations through FalconSync
F. Co-ordinate and plan logistics associated with Fall and Spring Involvement Fairs to highlight involvement opportunities on campus
G. Co-collect information and compile into a biweekly video update to send to student organization officers in collaboration with the Student Organization Development Intern
H. 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
I. Meet with organizations as scheduled for 1:1 trainings and new organization orientation
J. Ensure effective promotions of all events/activities/trainings/resources on FalconSync
K. Plan and manage student organization related Homecoming activities including Falcon’s Got Talent, window painting, parade, etc.
L. Maintain all duties as an employee of the Office of Student Involvement staff, including trainings, retreats, and professional development
M. 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
N. Assist and help run various Student Involvement events throughout the year (i.e. Karaoke, Open Mic, etc.)
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 Spring Retreat (May 16-17, 2016) and Fall training (August 29-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.