



OFFICE OF STUDENT LIFE

GRADUATE INTERN – CAMPUS RECREATION

The Office of Student Life offers programs and services to enhance the University experience, serving as a resource for students and encouraging them to participate fully in the SCSU community. Our office works with Student Organizations, Fraternity and Sorority Life, Student Leadership Programs, New Student Programs and Orientation, Campus Recreation, Special Events, and Civic Learning and Community Engagement.

One of three Graduate Interns in the Student Life Office, the Graduate Intern for Campus Recreation has the responsibility for assisting with the club sports program and the development and implementation of social and recreational programming on-campus. The position assumes responsibility for assisting with the development of a club sports manual, in addition to providing on-site supervision to club sport events. Additionally, the Graduate Intern in this position will work with Student Life Administrators to enhance recreational programming on Southern's campus. Night-time and weekend work is expected.

Graduate Interns have a significant staff leadership role within the Office of Student Life and on campus. A successful Graduate Intern candidate must have an interest in working one-on-one with students, participating in department and University functions, and will be willing to assume leadership activities within the office. Graduate Interns participate in division initiatives, staff selection, training and assessment.

Primary responsibilities include:

Club Sport Program Development

- Assists in developing a club sports manual, website and other publications
- Assist in the development of a club sports council
- Develop plans to promote and increase involvement in club sports

Intramural Program Development

- Assists in developing an intramural manual, website and other publications

- Develop plans to promote and increase involvement in intramural activities

Administrative Responsibilities

- Coordinates scheduling of club sports practices
- Coordinates scheduling of intramural games and activities
- Coordinates student worker schedules for intramural activities
- Assists with the hiring and supervision of intramural student workers
- Provide on-site supervision of club sport and intramural events and activities
- Manages and tracks student participation rates in the club sports and intramural programs
- Assists with assessment of club sport training, activities, and events.
- Assists Club Sports teams in processing financial and travel paperwork
- Responsible for developing an understanding of state, university, and departmental policies regarding purchasing, facilities reservations, and risk management.

Provide Support for Student Organizations and Campus Wide Special Events

- Work with individual organizations and councils on recreational events
- Work with students to plan, schedule, and implement student programs and activities.
- Assist in social and recreational programming for the New Student Orientation program
- Collaborate with the First year Experience program to develop out of the classroom experiences for Inquiry classes
- Provide on-site supervision of events when needed.

Other Duties as Assigned

- At times, a supervisor, department administrator, and/or University staff may request assignments outside the purview of this position description.