



OFFICE OF STUDENT LIFE

GRADUATE INTERN – CLUBS, ORGANIZATIONS/ STUDENT ACTIVITIES

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, Club Sport Programs, Special Events, and Civic Learning and Community Engagement.

One of five Graduate Interns in the Student Life Office, the Graduate Intern for Clubs and Organizations/Student Activities has the responsibility for assisting with the work of clubs and organizations recognized by the university. The position assumes responsibility for producing the Club and Organization Manual as well as working with the Board of Clubs and Organizations Management. Additionally, the Graduate Intern in this position will work with the Director to streamline processes involving club paperwork and to develop and coordinate co-curricular programs that support the work of university clubs and the mission of the university. Some 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/Organization and Student Leader Training

- Assists in developing and facilitating club/organization executive leader training workshops and programs as well as Leadership Training Weekends.

- Assists in the development of club and organization resources, the club and organization manual, and other print and web based training publications.

Administrative Responsibilities

- Coordinates the club and organization registration process and maintains current rosters
- Updates and maintains club information of the Student Life website
- Provide support for clubs regarding constitutional development and membership management
- Manages and schedules fundraising opportunities for student organizations
- Compiles reports and assist with assessment of Club and Organization training, activities, and events.
- Responsible for developing an understanding of state, university, and departmental policies regarding purchasing, facilities reservations, and risk management.
- Works with Clubs and Organizations and Finance and Administration in processing financial paperwork
- Oversee Club and Organization bulletin boards
Supervises club offices including the application process and assignments of clubs to offices
- Receives and reviews all club minutes, providing support to clubs when necessary

Provide Support for Student Organizations

- Works with individual organizations and organizational leadership throughout the academic year on educational/cultural programming.
- Provides appropriate referrals, support, encouragement, and access to necessary university resources
- Assists in developing and implementing a plan to promote student involvement.
- Works with students to plan, schedule, and implement student programs and activities.
- 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.