

OFFICE OF STUDENT LIFE

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.

Graduate Intern, Community Engagement

One of three Graduate Interns in the Student Life Office, the Graduate Intern for Community Engagement / First Year Experience Program has responsibility for assisting with the planning and implementation of community engagement events. The position assumes responsibility for developing new community engagement initiatives and organizing annual community engagement events. Additionally, the graduate intern in this position will assist with the creation and implementation of new community engagement initiatives with the clubs and organizations on campus. 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 and training and assessment.

Primary responsibilities include:

Management of Community Engagement Programs

- Assists in developing and facilitating community engagement programs through the Office of Student Life
- Oversee Club/Organization community engagement programs and assist them as needed
- Assists in the development of tracking community engagement programs done by clubs/organizations

Administrative Responsibilities

- Responsible for developing an understanding of state, university, and departmental policies regarding purchasing, facilities reservations, and risk management.
- Compile reports and assist with assessment of Club and Organization activities and events
- Provides support for clubs/organizations regarding community involvement
- Coordinates the club/organization community service reports

Planning and Implementation of Community Service Projects

- Serves as one of the coordinators for the Day of Service, Big Event, Adopt-a-Family, Relay For Life and Friends of Rudolph and provides support by assisting with coordinating details pertaining to scheduling, planning, transportation, equipment, etc. of activities

- Assists in promoting involvement and hosting community service projects campus wide and through clubs/organizations

Provide Support for Students

- Provide appropriate referrals, support, encouragement, and access to necessary University resources
- Works with new students to encourage participation in campus community service events

Other Duties as Assigned

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