



OFFICE OF STUDENT LIFE

GRADUATE INTERN, PROGRAMMING/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 Programming/ Student Activities has responsibility for assisting with the planning and implementation of programming initiatives. The Programming Intern is responsible for developing and publishing the Student Life weekly newsletter. Additionally, the graduate intern in this position will assist with the training and supervision of club and organization leaders while working collaboratively with faculty and other departments. 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:

Club and Organization Resource Room

- Develops new resources, and marketing resources to student leaders
- Develops and provide training for student leaders that encourage the success of clubs and organizations' programming initiatives

Administrative Responsibilities

- Responsible for developing an understanding of state, university, and departmental policies regarding purchasing, facilities reservations, and risk management.
- Compiles reports and assists with assessment of Club and Organization training, activities, and events.

Planning and Implementation of Special Events

- May serve on Special Events committees (i.e. Homecoming, Spring Week, Greek Week, Welcome Week) and provide support by assisting with coordinating details pertaining to scheduling, planning, transportation, equipment, etc. of activities
- Assists in promoting and hosting activities campus wide

Programming

- Assists in the development and supervision of late night programming
- Works with Senior Programmers and Club leaders to plan, market and implement programming initiatives
- Develops and markets opportunities for faculty to utilize co-curricular programming
- Provides support in the development, coordination, evaluation and assessment of Student Life programming
- Collaborates with other university members in the delivery of campus-wide programs
- Supports efforts to coordinate and advertise a calendar of events
- Assists in the development of new and creative strategies to increase student involvement on campus
- Works with professional staff to book programs with artists and agents and make necessary contractual arrangements for performances, within guidelines of the state and the university

Provide Support for Students

- Provides appropriate referrals, support, encouragement, and access to necessary University resources
- Works with students to encourage participation in campus programming

Other Duties as Assigned

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