

STUDENT CLUBS INTERN

POSITION DESCRIPTION

As a member of the Student Leadership and Development (SLD) staff, the Student Clubs Intern will work closely with the professional staff in developing meaningful experiences that complement the SLD mission as well as personal, academic, and professional goals in the intern's graduate program. Specifically, the Student Club Intern will work with the Student Clubs and Fraternity/Sorority Life Coordinator to provide oversight, resources, and support to student organizations, consisting of over 80 groups. The SLD internship experience offers experiential learning opportunities in a supportive environment in areas such as student organizational management, student leader training, event planning, and program evaluation with the opportunity to expand into other areas of Student Leadership and Development. The internship requires an average of 15 hours of per week, which may include evening and weekend responsibilities.

** This position will be paid \$16 an hour throughout the 21-22 academic year.

Position Responsibilities

Administrative

- Assist the Student Clubs and Fraternity/Sorority Life Coordinator in maintaining accurate and up to date records of all recognized student organizations on the student engagement platform.
- Meet regularly with supervisor.
- Attend SLD staff meetings as appropriate.

Student Organization Development

- Work collaboratively with the Student Clubs and Fraternity/Sorority Life Coordinator and within the university community to create a welcoming and engaging environment that fosters student involvement.
- Contribute to the planning and execution of student leader training, such as Nuts & Bolts.
- Counsel students on areas of personal and professional development.
- Support student organization objectives, coaching individual officers from new and struggling organizations.
- Provide on-going support for student organization and their leaders based on need (possibly in the form of in-services/workshops)
- Co-facilitate student organization Round Table discussions each semester.
- Aid in the development of the monthly newsletter Warrior Nation.
- Maintain relationships with student organization faculty and staff advisors and provide support for their roles as necessary
- Assist with coordinating student organization programs, including Warriors Get Involved, National Anti-Hazing Prevention week, etc.
- Coordinate the student organizations and Fraternity/Sorority Life Homecoming Booth Decorating Competition.
- Actively participate on the Student Leadership and Development Team by assisting with office initiatives and programs
- Sit on various division and campus-wide programming committees

Assessment

- Utilize various assessment tools to evaluate training, campus-wide programs, student experiences, and other programmatic initiatives.
- Aid in collecting and maintaining statistics and data for planning and reporting purposes.
- Research other colleges and universities and keep up with trends in student organizations.
- Analyze, recommend and implement innovative and creative ideas and solutions to provide students with an informative and memorable experience.

Preferred Skills and Qualifications:

- Bachelor's degree
- Enrollment in a Master's degree program: Counselor Education, Public Administration with coursework and interest in student personnel or higher education administration, or a related field.
- Previous student organization involvement
- Ability to work with a diverse student and administrative customer base
- Strong ability to work with and contribute to the team
- Outstanding interpersonal skills
- Excellent decision-making and time management skills
- Dependability, punctuality, honesty, and integrity
- Ability to function well under pressure and in a fast paced office environment
- Ability to prioritize work, manage time and multi-task appropriately
- Effective customer relations and communication skills
- Interest in mentoring, developing, and supervising students
- Willingness to work evening and weekend hours