

STUDENT EVENTS INTERN

POSITION DESCRIPTION

As a member of the Student Leadership and Development (SLD) staff, the Student Events 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 Events Intern will work with the Student Organization and Fraternity/Sorority Life Coordinator to provide oversight, resources, and support to student organization and department events. 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 Organizations and Fraternity/Sorority Life Coordinator in maintaining accurate and up to date event records for all recognized student organizations.
- Meet regularly with supervisor.
- Attend SLD staff meetings as appropriate.

Student Events Development

- Work collaboratively with the Student Organizations 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 organization events, such as Nuts & Bolts, College Panhellenic Recruitment, and S.A.F.E. meetings.
- Counsel students on the event planning process, how to get the most of S.A.F.E. meetings, and how to implement Safety & Risk Management procedures.
- Support student organization objectives, coaching individual officers from new and struggling organizations.
- Provide on-going support for student organizations and their leaders based on need (possibly in the form of in-services/workshops).
- Co-facilitate student organization Round Table discussions to support organization plans each semester.
- Aid in the development of training student organizations on the 25Live to Campus Groups event process.
- 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 student organization and 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 event management.
- 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 and/or event planning 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