TITLE OF POSITION/RANK: Graduate Intern for Student Organizations and Programming – Part-time
(Part-Time/Non-Benefited: 19 Hours per Week)

DEPARTMENT: Office for Student Involvement, Rose Hill

RESPONSIBILITIES:
- Assists the Assistant Director for Student Organizations and Programming and the Student Organizations and Engagement Specialist in the advisement of student clubs and organizations, the Campus Activities Board (CAB), and supporting the Office for Student Involvement-sponsored programs.

Programming responsibilities include:
- Assists the Assistant Director for Student Organizations and Programming in the advisement of the 10 sub-committees of CAB, encouraging a focus on consistent programming. Student advisement requires weekly meetings with committee co-chairs and regular attendance at CAB meetings and events.
- Publishes and distributes in collaboration with the Student Organizations and Engagement Specialist, the weekly “What’s Going On” programming newsletter and social media posts.
- Assists in the development and implementation of assessments for programming initiatives.

Student Organizations responsibilities include:
- Assists in the design and implementation of monthly club leader events aimed at fostering a sense of community and network of support.
- Assists the Student Organizations and Engagement Specialist with regular “Drop-In Hours” for clubs and organizations to answer questions and advise student leaders regarding payment procedures and upcoming event planning and implementation.
- Creates print and online resources for leaders and advisors of clubs and organizations.
- Assists in the coordination of outcomes-based training for club leaders throughout the year.
- Assists in the design and implementation of assessment for student organizations.
- Trains students to effectively utilize the online club content management system in their leadership roles on campus.
- Supports administrative duties associated with the advisement of 130+ clubs and organizations, including budget paperwork and room reservations.

General responsibilities include:
- Manages the Office for Student Involvement social media accounts in conjunction with the Assistant Director for Student Organizations and Programming.
- Supports the creation of initiatives to foster student development and learning among student leaders.
- Contributes to the coordination and staffing of traditional University events, including New Student Orientation, Family Weekend, Spring Weekend, Senior Week, Commencement and other Office for Student Involvement or Student Affairs programs.
- Assists the Office for Student Involvement in realizing its departmental and divisional goals for the academic year.
- Other duties, as assigned, based on office and institutional needs, and intern’s personal interests.
- Evening/Weekend program supervision is expected when necessary.
- Must be available on Thursdays at 1:00pm to attend CAB Executive Board meetings.

QUALIFICATIONS:
- Applicants must have a Bachelor’s Degree.
- Must be currently enrolled in a graduate program, preference will be given to individuals enrolled in a higher education or related field of study.
- Marketing and/or social media experience preferred.
- Previous involvement/experience in Student Activities/Organizations preferred.

STARTING DATE: August 2019

FLSA CATEGORY: Non-Exempt

SALARY: Commensurate with experience.

SEND LETTER & RESUME: Francesca Leite
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