

Division of Student Life Service
University of Wisconsin-Stout
Graduate Student Intern position

Programming Board and Social Media Graduate Student Intern, Memorial Student Center

The Programming Board and Social Media Graduate Student Intern will provide advisement, training and program execution in support of UW-Stout's campus programming board, Blue Devil Productions. This person will also supervise a student staff team for the social media coverage of the Memorial Student Center and Involvement Center. This position will work twenty hours a week and requires nights and weekends. This position will report to the Campus Activities Coordinator.

Job Description

This position will work closely with the Campus Activities Coordinator, as well as professionals from departments across campus. They will advise the 10 paid Blue Devil Productions Directors, all Blue Devil Production volunteers, and will supervise the Memorial Student Center Social Media Team (2 – 4 students).

The primary duties will include:

- Advise the students of Blue Devil Productions in the production of 56+ events annually
- Assist/Oversee the hiring, training, event execution, and conduct of Blue Devil Productions students in collaboration with their President (Executive Producer)
- Hire, train and supervise the Memorial Student Center social media team
- Develop and execute a comprehensive social media plan supporting the mission of the Memorial Student Center and Involvement Center programs
- Other duties as assigned

Training:

There will be a training schedule developed for the first summer so the intern is well prepared to meet the demands of the position. In addition, there will be regular supervision to enhance the intern's development; discuss events; and receive guidance and support.

Stipend:

Academic Year stipend will be provided. Preferred start date is May 18, 2018 and last possible start date is July 1, 2018. On-campus housing and a laptop computer will also be provided. Summer Remuneration will depend on start date and can be up to 40 hours per week. Summer 2019 employment will also be available.

Objectives:

- To provide real world experience working as a professional on a University campus
- To provide advising experience in programming alternative, campus wide events
- To gain experience in budgeting and assessment through advising Blue Devil Productions
- To provide supervision experience working with the social media team
- To provide an opportunity to develop their skills and increase their marketability as they look to professional job opportunities in the future.

TO APPLY: Please load your resume and cover letter in this brief application to apply for any or multiple UW-Stout Graduate Student Intern positions. <https://orgsync.com/130902/forms/179849>