

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

Involvement and Programming Graduate Student Intern, Memorial Student Center

The Involvement and Programming Graduate Student Intern will specialize in managing the daily operations of the Involvement Center Desk. This position will specifically work with and supervise a team of students who support student organization services, OrgSync, and homegrown community-building programming. This position will also serve as a resource for individual students looking to get involved. This position will work twenty hours a week and requires nights and weekends. This position will report to the Involvement Coordinator.

Job Description

This position will work closely with the Involvement Coordinator and student Involvement Specialists as well as professionals from departments across campus. They will supervise 6-10 student employees and work closely with all current Involvement Center staff.

The primary duties will include:

- Supervise student Involvement Specialists who provide resources to student organizations
- Train students on OrgSync, the campus' online campus engagement system, and expand usage efforts
- Oversee the development and offerings of homegrown community-building programming
- Work with student Involvement Specialists to manage and grow Find Your Fit, a personalized one-on-one peer-led session to promote student involvement
- 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 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 opportunities will also be available.

Objectives:

- To provide real world experience working as a professional on a University campus
- To provide supervision experience of students who provide organization support & training
- To gain experience supervising staff who coordinate homegrown programs and off campus trips
- 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>