Division of Student Life Services
University of Wisconsin-Stout

Graduate Student Intern position
Involvement and Programming Student Intern

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.

Objectives:

- To provide a professional development experience in an office with campus wide responsibility
- To help provide support to the staff in the Involvement Center in order to provide services to student organizations and supervise a team of staff at the Involvement Center Desk
- To help coordinate and supervise student staff who provide and plan homegrown community-building programming within the Memorial Student Center
- To provide the intern with the opportunity to develop their skills and increase their marketability as they look to professional opportunities in the future.

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 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.

Office Location:

Involvement Center

Stipend:

$11,000 for August 1, 2016 to May 31, 2017. On-campus housing will also be provided.