The Graduate Student Intern’s primary focus will be to provide development, planning and execution of UW-Stout’s BOLD Project leadership programs. In addition this person will work with student leaders to coordinate campus outreach events for the promotion of Involvement Center including social media. This position will work twenty hours a week and requires nights and weekends. This position will report to the Campus Activities 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 Office in order to promote the leadership development of students
- To develop presentations and social media planning to promote Involvement Center efforts
- 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 BOLD Project team which consists of professionals from departments across campus. The will supervise two student employees and will work closely with current Involvement Center staff.

The primary duties will include:

- Coordinate and develop ongoing scheduling and promotion of leadership programs
- Plan and execute leadership development programs
- Develop strategic promotional plans for the involvement center
- Assisting with the staffing and promotion of campus preview days
- 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.