TITLE OF POSITION: Graduate Intern for Student Organizations (Part-time, non-benefited, temporary)

DEPARTMENT: Office for Student Involvement

RESPONSIBILITIES: Assisting the office staff in the advisement of the 50+ student clubs and organizations at Fordham College at Lincoln Center. Specific assignments include:

- Assists the Assistant Director in the advisement of student clubs, program development and leadership training.
- Assists in maintaining the online event and room request reservations.
- Supervises evening and weekend programming.
- Leads training sessions and supervises Event Managers to lead Club Leader Training sessions, which are mandatory for all club executive board members in collaboration with the Graduate Inter for Programming. Edits the “Club Leader Training” manual annually.
- Assists in the advisement for the Commuting Students Association
- Coordinates a Club Day each semester.
- Organizes and executes Club Advisor Appreciation Week.
- Organizes Club Leader Appreciation Events throughout the academic year.
- Assists in the supervision of a team of student Event Managers, with the assistance of the Assistant Director & Graduate Intern for Programming.
- Assists the office in realizing its departmental and divisional goals for the academic year.
- Additional responsibilities include assisting with program development and execution of New Student Orientation, Winterfest, Leadership Weekend, Spring Fling, Midnight Breakfasts, Senior Week and Commencement events.
- Additional duties, as deemed appropriate and as assigned by the Assistant Director or Director.

QUALIFICATIONS:

- Bachelor’s degree, leadership experience required.
- The pursuit of a Master’s Degree is preferred, especially in Counseling, Education or disciplines related to a Higher Education.
- Experience in leadership development, advising and student activities programming is required.
- An understanding of working at a Jesuit institution is required.

SALARY: Commensurate with experience

HOURS: Approximately 19 hours, office and Evening/Weekend programming hours per week

STARTING DATE: July 2, 2018

SEND LETTER & RESUME: Christina Frankovic
Assistant Director for Programming
Email: involvementlc@fordham.edu
No phone calls please.

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.

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