PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Graduate Intern for Club Programming* *(Part-Time/Non-Benefited; 19 hours per week)

DEPARTMENT: Office of Student Involvement
Lincoln Center Campus

POSITION SUMMARY:
The Graduate Intern for Club Programming Assists the office staff in the advisement of the approximately 60 undergraduate student clubs and organizations at Fordham Lincoln Center.

This is a part-time, non-benefited position that may work up to 19 hours per week Monday through Friday during hours when the office is open: Monday - Thursday 10 am - 6 pm; Friday 10 am - 5 pm as well as evening and weekend programming times as needed.

RESPONSIBILITIES:
• Assists the Associate Director in the advisement of student clubs, program development, and leadership training.
• Assists the Associate Director & reservations management staff member in maintaining the online event and room request reservations.
• Edits the "Club Leader Training" manual annually and works with the Associate Director to create and execute Club Leader Training online/in person workshops, which are mandatory for all club executive board members, in collaboration with the Graduate Intern for Student Organizations.
• Advises an annual large scale collaboration event with the Office of Multicultural Affairs focused on diversity, equity, and inclusion.
• Assists in the development and implementation of student events (all in person events and event components will comply with NYC and Fordham's Covid-19 safety protocols.)
• Organizes Club Leader Appreciation Events throughout the academic year.
• Oversees the LC After Dark Program, an alternative late-night Friday on campus programming initiative, in collaboration with student organizations and the Alcohol & Other Drug Education program.
• Supervises evening and weekend programming.
• Co-Advises the Spring Fling Committee with the Graduate Intern for Student Organizations
• Assists in the supervision of a team of student Event Managers, with the assistance of the Associate Director & Graduate Intern for Student Organizations.
• Assists the office in realizing its departmental and divisional goals for the academic year.
• Assumes additional responsibilities which include assisting with program development and execution of New Student Orientation, Winterfcst, Leadership Weekend, Spring Fling, Midnight Breakfasts, Senior Week and Commencement events.
• Participates in long-term planning related to the Division of Student Affairs strategic planning process.
• Assists the Office for Student Involvement in realizing departmental and divisional goals for the academic year.
• Performs additional duties, as deemed appropriate and as assigned by the Associate Director or Senior Director.

QUALIFICATIONS:
• Bachelor's degree 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: Hourly Rate - Commensurate with experience. Plus, housing over the course of 10 months (Single bedroom in a 4-bedroom graduate student apartment)

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: cfrankovic@fordham.edu

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Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories