



FORDHAM UNIVERSITY

THE JESUIT UNIVERSITY OF NEW YORK

Position: H02980

Date: 10.25.22

PART-TIME POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:

**Graduate Intern for Student Organizations and Programming
(Part-Time/Non-Benefited)**

10-15 hours per week; 12 months per year

DEPARTMENT:

Office for Student Involvement, Rose Hill

POSITION SUMMARY:

Assists the Assistant Director for Student Organizations and Programming and the Student Organizations and Engagement Specialist in the advisement of student clubs and organizations, the Campus Activities Board (CAB), and supporting the Office for Student Involvement-sponsored programs.

RESPONSIBILITIES:

Programming responsibilities:

- Assists the Assistant Director for Student Organizations and Programming in the advisement of the 10 sub-committees of CAB, encouraging a focus on consistent programming. Student advisement requires weekly meetings with committee co-chairs and regular attendance at CAB meetings and events.
- In collaboration with the Student Organizations and Engagement Specialist, publishes and distributes the weekly “What’s Going On” programming newsletter and social media posts.
- Assists in the development and implementation of assessments for programming initiatives.

Student Organizations responsibilities:

- Assists in the design and implementation of monthly club leader events aimed at fostering a sense of community and network of support.
- Assists the Student Organizations and Engagement Specialist with regular “Drop- In Hours” for clubs and organizations to answer questions and advise student leaders regarding payment procedures and upcoming event planning and implementation.
- Creates print and online resources for leaders and advisors of clubs and organizations.
- Assists in the coordination of outcomes-based training for club leaders throughout the year.
- Assists in the design and implementation of assessment for student organizations.
- Trains students to effectively utilize the online club content management system in their leadership roles on campus.
- Supports administrative duties associated with the advisement of 130+ clubs and organizations, including budget paperwork and room reservations.

General responsibilities:

- Manages the Office for Student Involvement social media accounts in conjunction with the Assistant Director for Student Organizations and Programming.
- Supports the creation of initiatives to foster student development and learning among student leaders.
- Contributes to the coordination and staffing of traditional University events, including New Student Orientation, Family Weekend, Spring Weekend, Senior Week, Commencement and other Office for Student Involvement or Student Affairs programs.
- Assists the Office for Student Involvement in realizing its departmental and divisional goals for the academic year.
- Other duties, as assigned, based on office and institutional needs, and intern’s personal interests.
- Evening/Weekend program supervision is expected when necessary.
- Must be available on Thursdays at 1:00pm to attend CAB Executive Board meetings.

QUALIFICATIONS:

- Bachelor’s Degree required.
- Must be currently enrolled in a graduate program; preference will be given to individuals enrolled in a higher education or related field of study.
- Previous involvement/experience in Student Activities/Organizations preferred.
- Marketing and/or social media experience preferred.
- Knowledge of student involvement functions within a university, as well as a commitment and appreciation for the liberal arts, Jesuit, and Catholic educational tradition.



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SALARY: \$15-\$21.50/Hour

NOTE; Salary is commensurate with experience, qualifications, and skills.

FLSA CATEGORY: Non-exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: studentinvolvementrh@fordham.edu

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