ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION: Graduate Intern for Student Organizations and Programming
August 2017

DEPARTMENT: Office for Student Involvement, Rose Hill

RESPONSIBILITIES: Assists the Assistant Director for Student Organizations and Programming in the advisement of student clubs and organizations, the Campus Activities Board, and supporting the Office for Student Involvement sponsored programs.

Programming responsibilities include:

● Assists the Assistant Director for Student Organizations and Programming in the advisement of the 10 sub-committees of the Campus Activities Board, encouraging a focus on consistent programming. Student advisement requires regular meetings with group leadership and regular attendance at group meetings and events.
● In collaboration with the Student Organizations and Engagement Specialist, publishes and distributes the weekly “What’s Going On” programming newsletter.
● Assists in the development and implementation of assessment for programming initiatives.

Student Organizations responsibilities include:

● Assists in the coordination of outcomes-based training for club leaders throughout the year.
● Assists in the design and implementation of monthly club leader events aimed at fostering a sense of community and network of support.
● Creates print and online resources for leaders and advisors of clubs and organizations.
● Supports administrative duties associated with the advisement of 120+ clubs and organizations, including budget paperwork and room reservations.
● Holds regular “Drop In Hours” for clubs and organizations to answer questions and advise student leaders regarding payment procedures and upcoming event planning and implementation.
● Assists in the design and implementation of assessment for student organizations.
● Trains students to effectively utilize OrgSync (online club content management system) in their leadership roles on campus.

General Responsibilities include:

● Assists in the design and implementation of department websites, and event information updates to both the student body and the university community.
● 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.

Hours: Approximately 19 office hours per week.

- Evening / Weekend program supervision is expected when necessary.
- Must be available on Thursdays at 1:00pm to attend CAB Executive Board meetings.

Compensation: Commensurate with experience.

Qualifications: Applicants must have a Bachelor’s Degree. 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.

Please send letter, resume and contact information for 3 references to:

Bianca Paolello
Assistant Director for Student Organizations and Programming
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