

KEAN UNIVERSITY
DIVISION OF STUDENT AFFAIRS
CENTER FOR LEADERSHIP AND SERVICE

POSITION DESCRIPTION

(Updated 7/17)

Position Title: Graduate Intern for Student Involvement

Reports to: Coordinator for Student Involvement, or designee

Departmental Team Assignment: Involvement Center

Position Summary:

The Graduate Intern for Student Involvement works collaboratively with the Coordinator for Student Involvement and the Involvement Center student management team to assist in managing the Involvement Center, facilitating student group training, reviewing and processing student group event requests and enforcing University and office policies and procedures. The Graduate Intern for Student Involvement is required to work 20 hours per week during each academic semester.

Position Qualifications/Skills:

- Must have completed a Bachelor's Degree, been accepted into the Nathan Weiss Graduate College, and be enrolled as a graduate student (taking at least 9 credits) while maintaining at least a 3.0 cumulative grade point average;
- Must be free of student conduct probation with restrictions in residence, University-wide disciplinary probation or higher level disciplinary sanctions (University-wide probation with restrictions, suspension, or dismissal) at the time of application and during the term of employment.
- A high degree of innovation, excellent analytic thinking, self-motivation, creative problem solving and critical thinking skills.
- Good judgment, strong sense of ethics and ability to handle multiple tasks simultaneously is required.
- Excellent interpersonal and oral and written communication skills needed to enable collaboration with various departments and organizations throughout the campus community and gather information.
- Must be extremely detail oriented with the ability to work independently and take initiative.
- Experience working with students and persons of diverse educational, racial, ethnic, and cultural backgrounds.
- Knowledge of Kean University student organizations/groups.
- Experience in student leadership development.
- Ability to create, plan, and develop proposals, programs and reports.
- Knowledge of student learning outcome concepts.
- Flexible schedule, available to work nights, weekends and summer to assist in the facilitation and coordination of events and programs, as needed.
- Ability to quickly learn and integrate new tools and technologies.
- Must be proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook – essential).
- Ability to work 20 hours per week during the academic year and prior to the beginning of each academic semester. At least six hours must be fulfilled consecutively from 6 p.m. to 10 p.m. Monday through Thursday or 2 p.m. to 6 p.m. on Fridays.
- Must be available biweekly on Wednesdays at 3:30 p.m. for Center for Leadership and Service departmental staff meetings and weekly on Thursdays at 2 p.m. for Involvement Center team meetings during the fall and spring semesters.
- Knowledge of Student Affairs and Kean University issues and services helpful.

Duties and Responsibilities:

- Schedule and develop student group training workshops to better assist organizations on campus by providing them essential tools needed to run effectively.
- Assist with the development and facilitation of the Student Group Leadership Conference
- Serve as a point of reference; supplying information on how to access, navigate and modify the student group toolkit and resource library (a compilation of student group information, policies, resources and general advice for student group leaders at Kean University).
- Provides support and guidance for student group advisors on how to efficiently and effectively counsel, lead, and manage their student groups.

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- Work closely with the Coordinator for Student Involvement and Senior Involvement Specialists to maintain the functions of the Involvement Center, including but not limited to, event approvals, Virtual EMS room reservations, student group recognition, and Involvement Center operations.
- Communicates with Involvement Specialists to ensure that student groups are meeting their recognition requirements.
- Oversees and maintains the Involvement Center student group locker registration process.
- Updates, organizes and maintains student group administration records, including but not limited to, student group constitutions, advisor contracts, FERPA forms, and recognition forms.
- Assist with the development, design, and implementation of presentations given to student groups, prospective members and student group advisors
- In collaboration with the Senior Involvement Specialist for Outreach and Programming, plans, coordinates, organizes, and assesses campus-wide recruiting fairs for student groups
- Develops and maintains an in-depth working knowledge of the Center for Leadership and Service, the various functions of the Center, the Division of Student Affairs and Kean University.
- Ensures that the Involvement Center team is up-to-date with knowledge of the Center's programs and services.
- Assists with the coordination of Involvement Center staff work schedules to provide sufficient office coverage, meet project deadlines and provide coverage at out of office events and programs, as needed.
- Assists Center for Leadership and Service teams with student outreach and recruitment for projects and programs.
- Assists in the development of standard procedures and office policies, and makes recommendations to the Director, or designee, when appropriate to improve the efficiency and effectiveness of the Involvement Center.
- Assists in the selection, training, evaluation and supervision of student staff members.
- Prepares and conducts presentations for staff, student groups and departments, as requested.
- Develops a team mentality within the staff by building mutual trust, respect, and cooperation among team members.
- Checks and responds to their Kean University email timely.
- Periodically checks and maintains departmental Google Drive documents including, but not limited to, the staff contact sheet, staff work schedule and other relevant documents.
- Completes administrative paperwork tasks including but not limited to online student timesheets, employee performance evaluations, applicable progress reports, sign-in/out book and other relevant administrative tasks and paperwork timely and thoroughly.
- Completes other duties and tasks as assigned.

Expectations:

- The Graduate Intern for Student Involvement is required to attend and participate in mandatory staff trainings and meetings for the Center for Leadership and Service and the Division of Student Affairs.
- Support the mission of the Center for Leadership and Service and the Division of Student Affairs by participating in and assisting with leadership development and community service programs when necessary.
- All employees must know and adhere to the Center for Leadership and Service office policies.

Remuneration:

- In-state full-time tuition and fees waiver for the Kean University Nathan Weiss Graduate College for the fall and spring semester not to exceed \$8,400.50 per semester (AY2018).
- Biweekly stipend of \$337.60 (the equivalent of \$8.44 per hour at 40 hours every two weeks).

Note: This is a 10-month position, with the opportunity to continue the position for one additional 10-month term upon a satisfactory employee performance review.