

# STUDENT POSITION DESCRIPTION

## STUDENT ORGANIZATION DEVELOPMENT INTERN

Hiring Department: Student Activities

Supervisor: Director of Student Activities

Hours per week: 10

Length of appointment: September through May

**Application Deadline: As Advertised**

### POSITION OVERVIEW

The Student Activities area of the Office of the Dean of Students offers many programs and services to the student leaders of registered and sponsored student organizations at the university. The student organization development specialist will work with student leaders to assist them in understanding funding opportunities available to them throughout the university. This internship will include researching funding opportunities and creating a detailed marketing plan to help increase awareness of these opportunities.

### STUDENT LEARNING ASSOCIATED WITH THIS POSITON

1. **Humanitarianism and Civic Engagement** – Gain an understanding and appreciation for individual differences, and develop a sense of global citizenship.
2. **Intrapersonal/Interpersonal Development** – Be able to articulate your personal talents, skills, values and act with integrity while managing conflict and working collaboratively with teams.
3. **Personal and Professional Competence** – Learn to communicate effectively, pursue goals and maintain well-being.
4. **Learning, Application, and Integration** – Acquire, process, and connect information to make decisions.
5. **Critical Thinking and Problem Solving** – Learn how to identify issues, reflect, and creatively develop solutions.

### QUALIFICATIONS

- Strong oral and written communication skills
- Organized and detail-oriented
- Ability to work autonomously
- Preferred majors include Marketing, RFT, Communication or Business

### DUTIES AND RESPONSIBILITIES

- Research, write and create a marketing plan to highlight funding opportunities
- Perform necessary funding research
- Work closely with Office of the Dean of Students staff member to edit material and improve writing skills
- Outreach to student organization leaders to share funding opportunities
- Update and maintain funding information
- Serve as a member of the Rally Duty Team
- Other duties as assigned

### HIRING PROCESS

1. Participate in the ULN selection process.