

## **Student Leadership Intern Position Description**

### **Description:**

The Student Leadership Interns will report to the Coordinator of Student Organization Services and Leadership. The main components of this position include working with student organizations, planning and implementing programs, assisting with leadership development initiatives, and performing administrative duties. While these components are consistent through all of the intern positions, and while there will be projects that the Intern team will collaborate on together, each of the four Student Leadership Interns will be assigned specific “block responsibilities” that they must coordinate individually, though they may delegate to other Interns or ask for the help of other Interns.

### **General Duties of Leadership Center Interns:**

- Staff the Leadership Center reception area and the Student Organization Complex each week and help with administrative tasks such as copying, delivering mail, answering phones, etc.
- Attend weekly Intern staff meetings and biweekly one-on-one meetings with Coordinator.
- Serve as the Leadership Center liaison to a group of assigned student organizations, and keep a contact log of all interactions.
- Provide assistance to student organizations in areas such as program planning, leadership development, group dynamics, marketing, etc.
- Assist with the Student Organization Recognition Process each year.
- Facilitate Project LEAD Information Sessions at the beginning of each academic year.
- Attend ONE MUB Staff Employee training session each semester (in addition to the mandatory training held at the beginning of each semester).
- Assist in educating the university community about the benefits of involvement through publications and programs.
- Assist in staffing MUB programs/events as needed.
- Other duties as assigned.

## **Block Responsibilities**

**(Will be assigned to Interns at beginning of academic year)**

Manage the weekly creation and distribution of table tents.

Assist in the planning of the Eco Challenge (September), a teambuilding competition for student organizations. This event is held at Mendum's Pond. Responsibilities include planning, promoting, and facilitation of the event.

Review the Student Organization Manual and suggest revisions as necessary.

Read emails received from use of the online "GET INVOLVED" interest forms (linked off of the Leadership Center website). Send these emails to the appropriate connections on campus. Follow up with form originators to assure communication circle was completed.

Oversee SOS Educational Workshop planning and implementation and delegate tasks to other Interns and Coordinator as appropriate.

Advertise for LEAD programs

Oversee the planning of the Leadership Awards Banquet and delegate tasks to other Interns and Coordinator as appropriate

Oversee the planning of the Movers and Shakers Dessert Reception and delegate tasks to other Interns and Coordinator as appropriate

Advertise for SOS programs

Oversee the planning and implementation of the Student Activities Fair. Part of University Day, this event helps organizations promote programs and recruit new members. Responsibilities include: registering student organizations, responding to special requests, assigning tables, and event set-up

Create and distribute The Leader Reader, an electronic newsletter.

Oversee the SOS and Project LEAD websites and suggest updates as appropriate.

Maintain Leadership Center display cases and bulletin boards throughout the MUB.

Facilitate Project LEAD Info Sessions