

**GRADUATE INTERNSHIPSHIP, USDAN UNIVERSITY CENTER PROGRAMMING
USDAN ADMINISTRATION, WESLEYAN UNIVERSITY**

DEPARTMENT: Usdan University Center

SUPERVISOR: Usdan University Center Director

SALARY: \$10 per hour, maximum 20 hours per week

TYPICAL DUTIES: The Graduate Intern (GI) for the Usdan University Center Administration holds a 20-hour per week appointment focused on programmatic efforts. Reporting to the Director, the Graduate Intern will provide support for the Usdan Common Connections Programming Committee, UCAB and the administration of the University Center. The GI is a member of the Usdan University Center staff and is expected to assist in the development and implementation of a comprehensive program that empowers students, invests them with leadership experiences, builds community, and enhances and supports their academic endeavors. The GI has the opportunity to serve on various campus committees based on interest, availability, and skill set. The Graduate Intern will need to be available to work some evenings and weekends.

Responsibilities Include:

- Assist with planning and implementation of the intellectual programming for Usdan University Center
- Work with Student Activities and Leadership Development (SALD) staff on social programming aspects of Usdan
- Work with the programming committee(s) marketing plan and all publications utilized to implement plan
- Develop partnerships and opportunities for programming committees, co-programming with other offices in the campus community, specifically working with Residential Life, University Health Services and other Student Affairs offices.
- Assist with all aspects of programming plans from contract review, budget and marketing analysis, event logistics and evaluation.
- Work with SALD to develop training and retreat materials for programming committee.
- Attend programming team meetings, special event planning meetings, department staff meetings, and divisional meetings as appropriate.
- Manage programming evaluation efforts
- Plan and coordinate with SALD staff, the recruitment and selection process for new members
- Assist in planning and implementation of summer session campus programs
- Assist with special events such as the Cambridge Debates, Martin Luther King, Jr. speaker, senior class activities, affinity month plans, etc.

MINIMUM

QUALIFICATIONS: Acceptance into a Graduate School Higher Education Program. Ability to organize, strong communication skills, strong commitment to higher education, strong commitment to student development, and strong commitment to enter student union/student activities field.

Updated: 2/8/2010

PREFERRED QUALIFICATIONS: Previous experience with student activities is strongly preferred. Ability to work both independently and with a team of professionals. Computer proficiency with Microsoft Office products, various desktop publishing and database packages.

Interested individuals may send their letter of interest, resume, as well as names and contact information of three references to:

Joanne Rafferty
Associate Director for Operations
Usdan University Center
Wesleyan University
45 Wyllys Ave.
Middletown, CT 06459

Or by email to: jrafferty@wesleyan.edu

Priority deadline is March 26, 2010. Applications may be received after this time until the position has been filled. Interviews will begin in April for an anticipated start date of June 1st.