

## Position Description

**Title:** Graduate Intern, Volunteerism

**Reports to:** Program Advisor for Campus and Civic Engagement

The **Graduate Intern for Volunteerism** serves as an advisor for a broad range of activities and event planning. This position is expected to provide advisement and guidance in the area of volunteerism, event planning and implementation, leadership training and development. The position will work to stimulate critical and creative thinking through planned activities and educational programs in conjunction with the University mission.

Demonstrates an active, intentional and ongoing engagement with diversity – in people, projects and communities; recognizes, understands and appreciates the culturally different ways in which others express themselves; treats others with dignity, respect and consideration; works to create work environments that are experienced as safe by all; is curious about and open to others' ideas.

### Desired Learning Outcomes:

1. Student advising: Graduate Intern will gain experience, learn best practices, and be able to effectively support, encourage, challenge, and provide assistance to student advisee.
2. Event Management: Graduate Intern will learn and understand the appropriate steps and issues involved in event planning and management.
3. Risk Management: Graduate Intern will learn and understand the best practices in relation to risk management and effective event planning. The individual will serve as a resource for student event planners for issues of risk management.
4. Multicultural Competency: Graduate Intern will develop multicultural competency through the celebration of diverse cultures, advocacy for the needs and identities of all members within the organization and community, recognition of campus community needs in event planning and will strive to help members create an inclusive environment.

### Assessment/Evaluation:

The position will meet weekly with the Program Advisor for Campus and Civic Engagement and will discuss progress, issues, and their experience working with, advising and educating students on leadership, volunteerism, and event planning. Also, the Graduate Intern will complete an annual formal evaluation process based on the goals set in beginning of their term of employment. The individual will also be evaluated on the specific duties listed below and the desired learning outcomes.

**General Responsibilities:**

1. Be a currently enrolled graduate student at University of Wisconsin Oshkosh and remain in good standing
2. Be energetic, creative, able to work independently, flexible, sensitive, open-minded, and able to function effectively under unusual stress
3. Possess excellent written and verbal communication and organizational skills, as well as the ability to relate to and interact with students and professional members of the University community
4. Attend departmental and Student Affairs workshops and meetings when appropriate
5. Attend weekly Student Leadership & Involvement meeting
6. Develop a professional goal and objective statement for the semester
7. Attend regular one-on-one meetings with your supervisors
8. Support all departmental and University policies, both personally and when working with students
9. Serve as a positive role model for students, staff, and other professionals
10. Maintain a minimum of 15 hours per week = approximately ten hours in the office and five flexible hours (programs, events, etc.), as determined with your supervisors.
11. Complete all responsibilities in a timely and thorough manner
12. Work with Student Leadership & Involvement areas as needed
13. Fulfill other duties as assigned

**Specific Job Duties:**

1. Serve as an advisor to Hands On Oshkosh
  - a. Meet with the chair and assist with development of marketing, recruitment, and record keeping
  - b. Attend weekly meetings
  - c. Attend the Fall and Spring Hands On events
  - d. Oversee event logistics
2. Coordinate the Volunteers on the Move Program
  - a. Plan and coordinate the logistics of 2 trips per year
  - b. Create and implement marketing plan
  - c. Coordinate Registration
  - d. Create and coordinate educational components of event
  - e. Attend and facilitate reflection
3. Serve as an advisor for Titan Volunteers
4. Assist with the planning of Alternative Break Trivia Night
5. Fulfill other duties as assigned



**Qualifications:**

Applicants must possess a Bachelor's Degree and be enrolled in a minimum of 4.5 graduate credit hours/semester at the University of Wisconsin Oshkosh. Preferred that applicants have demonstrated successful and significant involvement in campus activities, volunteerism, programming, student government, Residence Life programming, and/or Greek Life or experience in event planning and student advising. Candidates should also possess leadership skills, good written and oral communication, and the ability to work independently and as a team. Evening and weekend hours are required. Preference will be given to those that are majoring in Counselor Education (Student Affairs and College Counseling Emphasis Areas).

**Application Deadline:** As soon as possible.

**How to apply:** Please send a resume and a list of three references to Nicole BellCorelli, Program Advisor for Campus and Civic Engagement, 748 Algoma Blvd, Oshkosh, WI 54901, or email [belln@uwosh.edu](mailto:belln@uwosh.edu).

**Remuneration:** Paid internship \$16.00 hourly; tuition remission is not available