The Center for Leadership Development and Campus Connections

**Title:** Graduate/Undergraduate Internship

**Location:** Student Center Room 104M

**Job Type:** Fall & Spring Co-op/Internship

**Days Needed:** Flexible

**Compensation Type:** Unpaid

**Number of Positions Available:** 2

**Start Date:** 8/29/2016

**Close Date:** 5/10/2017

**Job Description:**

These are non-paid positions, academic credit for practicum or internships can be obtained for graduates and Internship or co-op class credit for undergraduates.

**Graduate:**

The Center for Leadership Development and Campus Connections serves as an office to connect students through involvement and leadership opportunities. The Graduate Student Assistant will work closely with the Coordinator to manage new programs, supervise undergraduate student staff, and work with students. Through the position, the student will not only gain the opportunity to support and propel students, but also to obtain valuable work experience within student affairs, management and leadership development.

**Undergraduate:**

The Center for Student Involvement is searching for an undergraduate student at Montclair State University to intern with the Coordinator. The student will be expected to fulfill the entire internship period for the Fall 2016 academic school year. The intern will work closely with the Coordinator, and not only gain the opportunity to support and propel students at MSU, but also a valuable work experience within leadership development.

**Primary Responsibilities:**

**Graduate:**

- Overseer and coordinate the Leadership Institute (a twice a year conference)
- Assist in the coordination and management of the new Leadership Development Certificate Program
- Present professional and personal development workshops to students weekly
- Work with campus partners to enhance programs offered
- Manage the point system for student attendance at programs
- Hold information sessions on each program
- Assist the Coordinator with the supervision and management of the Peer Leadership Presenters
- Process and analyze program evaluations to provide feedback on effectiveness
- Assist in the planning and facilitation of the training for the Peer Leadership Presenters, Student Assistants and Student Leader Campus Cross Training
- Assist with the implementation and training for OrgSync (student software interface)
- Conduct research in leadership development and adult student learning as needed
- Meet regularly with Coordinator and provide weekly updates
- Complete the pre and post self-evaluation competency assessment
- Complete any special projects as requested by Coordinator of Student Leadership Programs
- Minimum 3.0 GPA
- Previous experience with leadership development and in working with college students (preferred)
- Must have 10-20 available hours per week Monday – Friday (4-5 available days a week is preferred)

**Undergraduate:**

- Assist in the planning and implementation of the Leadership Institute
- Coordinate and hold involvement and leadership informational tables
- Manage and oversee the guest speaker internet broadcast series
- Assist in the management of OrgSync, Social Media, and the leadership website
- Design “Prezi’s” and hold workshops on personal and professional development for students
- Assist with the selection and recruitment of the Peer Leadership Presenters
- Assist in the planning of Cross Training for Student Leaders
- Assist with promotional materials (bulletin boards, brochures, flyers, etc)
- Assist with designated CSI events
- Meet bi-weekly with the Coordinator or Graduate Assistant
- Complete transition materials and reflection on the experience upon completion.
- Other duties as assigned by supervisor

**Application Instructions:**

[https://orgsync.com/89629/forms/126857](https://orgsync.com/89629/forms/126857)