

INTERN POSITION: Graduate Intern for Co-Curricular Programming

SUMMARY: Housed within the Department of Student Engagement and supervised by the Assistant Director of Fraternity and Sorority Life, the Graduate Intern for Co-Curricular Programming position provides opportunities for a graduate intern, who is enrolled within a Queens University of Charlotte Masters' program, to work directly with college students in a variety of settings. This position enables the graduate intern to apply theories they have learned within the classroom to real situations and experiences within a higher education student affairs setting. This internship requires the graduate intern to work with a diverse student and professional population, providing them experiential knowledge of several developmental theories they will be able to use as resources throughout their educational and practical career.

The Graduate Intern will have a flexible schedule, including weekends, working ~20 hours per week. This position is a primarily focused on Student Engagement through the oversight of Register Clubs and Organizations but will have minor responsibilities related to Fraternity and Sorority Life as well as Residence Life and Housing. The Graduate Intern is required to live on-campus and serve in the on-call duty rotation, intervening in emergency and crisis situations. The Graduate Intern is recognized as a University Official and represents the university and the department on and off university property.

Preferred Experience and Qualifications

- A Bachelor's degree and campus involvement experience that demonstrates interest in Student Affairs.
- Ability to interact with a diverse population and maintain a positive attitude in time of crisis.
- Exceptionally strong communication skills (verbal, written, interpersonal, presentation) and ability to quickly establish and maintain strong rapport with a diverse student body as well as throughout the university and external community.
- Ability to maintain confidential information in a professional manner.

Essential Duties and Responsibilities:

- Learn and apply skills to manage registration and daily oversight of all Registered Student Organizations.
- Learn and apply skills to maintain all Registered Student Organizations documents including training manuals, organization rosters, and advisor records.
- Learn and apply skills to review and approve applications for new student organizations.
- Learn and apply skills to supervise the Inter-Club Council, planning and leading monthly meetings and regular trainings.
- Learn and apply skills to assist with planning and implementation of campus recreation and student engagement programs.
- Serve in the emergency on-call rotation with other live-on staff members.
- Other opportunities include learning and applying how to co-advise clubs, SGA, and/or CUB, Assist with planning and implementation of Royals Orientation, Advising, and Registration (ROAR), Plan and implement campus traditions.

Weekends and On-Call Rotations:

- Graduate Interns serve in an on-call duty rotation, responding to student crises and emergencies. This necessitates Interns being on-campus and available on nights and weekends and within 15 minutes of campus when serving as the staff member on-call.

Terms and Benefits

Internship hours:

- The position requires approximately 20 hours per week including evenings and weekends. There may be times during the year such as beginning of the term training or during peak programming seasons when the Intern will contribute beyond the regular 20 hours per week. Hours may be adjusted in other weeks to make up for this time with supervisor approval.

On-Campus Housing REQUIRED:

- The Graduate Intern serves in an on-call duty rotation, responding to student crises and emergencies. This necessitates the Intern being on-campus and available on nights and weekends and within 15 minutes of campus when serving as the staff member on-call.
- Due to the nature of this role, the Graduate interns is required to live on-campus and must sleep and live-in the assigned room and building.
- Graduate Interns are considered mandatory reporters under Title IX and the Clery Act.
- Graduate Interns are expected to abide by and report violations of all local, state, and federal laws and regulations.

Benefits

- This is a mandatory live-in position that includes a rent-free on-campus apartment including water, electricity, cable, internet, and free on-site laundry. On-campus apartments are pet and partner friendly.
- In addition, Graduate interns are provided a campus-dining plan during the academic year (10 meals/week, \$450 Lions dollars per year), a stipend for on-campus parking, and membership to Queens Fitness Center.
- Graduate interns enjoy flexible scheduling within and are eligible for sick and vacation time to be coordinated with immediate supervisor.
- Graduate interns are eligible for 2 tuition-free graduate courses with Queens per academic semester including summer if serving in the intern role.

Application Process

Qualified candidates should submit the documentation listed below via email to **hr@queens.edu** in (.doc) or (.pdf) format. Incomplete applications will not be considered. Queens will continue to accept applications until the position is filled. Include the following:

1. A cover letter addressing the position qualifications and experience
2. Current résumé
3. Contact information for three professional references.

Be sure to include “**SL-CoPgm**” and **YOUR NAME** in your email Subject Line.
(**Example:** SL-CoPgm Shawn Mullin)

Applications received by April 23, 2021 will receive first consideration. Queens will continue to accept applications until the position is filled. **Anticipated start date: June 7, 2020.**

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, including traditional and non-traditional students as well as those pursuing graduate degrees and certifications, Queens' staff members are integral to the University's mission of providing students with transformative educational experiences that nurture intellectual curiosity, promote global understanding, encourage ethical living, and prepare individuals for purposeful and fulfilling lives. Our staff experience rewarding work in a supportive environment that encourages continuous growth and learning-, and robust benefit offerings including generous tuition remission.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Physical Requirements (*with or without reasonable accommodation*)

- *Eye-Hand Coordination:* Requires hand-eye coordination and manual dexterity sufficient to operate a computer keyboard, copier, calculator, and other office equipment.
- *Talking:* Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- *Repetitive Motion:* Movements frequently and regularly required using the wrists, hands, and/or fingers.
- *Average Hearing:* Able to hear average or normal conversations and receive ordinary information.
- *Average Visual Abilities:* Average, ordinary, visual acuity necessary including close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Physical Strength:* Will regularly be required to sit, use hands to finger, handle or feel objects, tools and controls reach with hands and arms. Must be able to stand, walk, stoop, kneel, or crouch. Must regularly lift and/or move up to 20 pounds, and occasionally lift and/or move up to 30 pounds.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Work Conditions

- Must be willing and able to work a flexible schedule to meet requirements of the internship, including early mornings, nights, and weekends.

- Must be able to learn and work in office environment while having contact with students, staff, faculty, parents, service providers and vendors on any given day.
- This internship has deadlines, multiple interruptions, and can be stressful.

This description is not intended to be an all-inclusive list of the duties and responsibilities of this internship, nor are they intended to be such a listing of the skills and abilities required. Rather, they are intended to describe the general nature of this position.