



Muir College Student Affairs Intern Positions 2018-2019 Academic Year

Apply to be a paid intern for Muir College Student Affairs
during the 2018-2019 academic year!

HOW TO APPLY:

- Completed applications and a current resume must be submitted in person to the Muir Student Affairs Office, HSS 2126, or via email to mdeansoffice@ucsd.edu no later **Friday, April 27th, at 4:00pm**
- If you are selected, interviews will take place between **Week 6-8**
- Questions? Please email Haley Lomax, Coordinator of Student Activities, at hlomax@ucsd.edu

PAY: \$12.00 per hour

QUALIFICATIONS:

- 1 year of involvement at Muir/UC San Diego
- Knowledge of Muir College activities, programs, student organizations, and leadership opportunities
- An interest in leadership development and activities
- Self-starter with a strong desire to grow and learn
- Strong organizational skills and ability to multi-task
- Thorough understanding of and commitment to Muir College's philosophy of Celebrating the Independent Spirit
- Proven time management skills
- Must be a current UCSD student (students starting Fall Quarter 2018 not eligible)

TIME COMMITMENT:

- Must be available to start Monday, September 17, 2018* and work through Friday, June 7, 2019
*If needed, early on-campus housing can be provided for a fee
- 10 hours per week is expected throughout the year (please see below)
- Occasional evenings and weekends required

ATTENDANCE AT THE FOLLOWING EVENTS IS MANDATORY:

- Various events throughout Welcome Week (September 21 – September 27, 2018)
- Family Day – Saturday in October (exact date to be determined)
- Inspiring Leadership Conference – Saturday during Winter Quarter (exact date to be determined)
- Triton Day – Saturday in April (exact date to be determined)
- Transfer Triton Day – Saturday in May (exact date to be determined)
- Spring Leadership Retreat – Saturday in May (exact date to be determined)

POSITION DESCRIPTIONS:

- 1) Student Affairs Intern (10 hours per week – 2 Positions):

Under the direction of the Assistant Dean of Student Affairs, the Student Affairs Intern will provide support with various events and initiatives, such as Welcome Week, Orientation, Family Day, Triton Day, Transfer Triton Day, and the Spring Leadership Retreat. This includes developing, planning, implementing, and evaluating programs that benefit the Muir College student community. The Student Affairs interns will help co-manage the Muir Peer Program and participate in various college committees (such as Welcome Week, Inspiring Muir Leadership Conference, Triton Day, Celebrating John Muir Week, Spring Leadership Retreat and more). Other duties include contacting vendors and obtaining quotes, assisting with student outreach, publicizing and promoting events, coordinating print publicity and social media efforts, creating and maintaining the Student Affairs bulletin board, and overseeing special projects and new initiatives. Additionally, the intern will assist with general administrative tasks for the Student Affairs office.

2) Student Activities Intern (10 hours per week):

Under the direction of the Coordinator of Student Activities (CSA), the Student Activities Intern will create and support both small and large scale college-based and campus-wide programs. In addition to assisting with event and program logistics, the intern will actively participate in numerous Muir College committees such as Welcome Week, Inspiring Muir Leadership Conference, Celebrating John Muir Week, Triton Day, and the Spring Leadership Retreat. The intern will advertise and recruit Muir students to participate in college events and will take the lead in publicizing many Muir College programs through print and social media campaigns. Additional responsibilities include assisting with Muir College Scholarship efforts, working with on-campus departments and off-campus vendors to secure quotes and coordinate services, and assisting with general administrative tasks.

Please complete the application on the following page



Muir College Student Affairs Intern Application Form 2018-2019

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Questions? Please email Haley Lomax, Coordinator of Student Activities, at hlomax@ucsd.edu

Position you are interested in (you may check more than one):

- Student Affairs Intern (10 hours per week – 2 positions)
- Student Activities Intern (10 hours per week)

Full Name: _____ **PID:** _____

Phone Number: _____

Address: _____

Email: _____ **Current year in school:** _____

Why are you interested in this position?

Why do you believe this internship plays an important role at the college?

Describe your experience with, if any, programming/coordinating events at Muir:

**What organizations, clubs, committees, etc. are you involved at Muir and/or Campus wide?
Please include any leadership positions held in these organizations:**

Do you have experience in flyer and poster design? If so, please explain:

What is your experience with administrative tasks?

Please list all computer software programs and applications you have working knowledge of:

Is there anything else you would like to tell us?