

Alumni and Development Student Alumni Connection Intern

Division of University Advancement

Alumni & Development is a high demand field in higher education and the skills gained from working in our division will provide you with a unique skill set that will distinguish you from your peers and make you a well-rounded higher education administration professional.

The SAC Graduate intern serves as the primary adviser to the Student Alumni Connection (SAC). SAC is designed to serve as a bridge between current BGSU students and alumni. SAC offers leadership opportunities, professional development, programming and event planning experience to its members.

Responsibilities:

- Advising
 - Recruit, train, and advise 4 executive board members.
 - Coordinate interview process for executive board and prospective new members to SAC (with support from VP of Membership).
 - Conduct weekly 1:1 meetings with SAC President & Vice President of Programming.
 - Conduct bi-weekly 1:1 meetings with all other SAC Executive Board Members.
 - Assist SAC Executive Board members with planning and execution of any retreat(s), continuous professional developments for SAC Members, and any other educational or developmental approaches.
 - Provide leadership, advising and guidance for students in decision-making and management of event(s).
 - Facilitate the development of SAC Executive Board Members and General Members.
 - Attend all SAC related meetings, events, or functions.
- Event Planning
 - Oversee the planning, development and implementation of SAC events.
 - Assist with coordinating and implementing logistics for all events.
 - Assist with volunteer (students, faculty, and/or staff) management.
 - Ensure timely and appropriate stewardship of participants, volunteers, and winners if appropriate.
 - Communicate with campus stakeholders and colleagues regarding upcoming SAC initiatives or events.
- Assessment
 - Develop and implement satisfaction/feedback evaluations for SAC Executive Board Members and General Members.
 - Ensure timely completion of evaluation/assessment and all wrap-up communication.
 - Ensure use of collected data to impact change.
- Training & Development
 - Develop comprehensive training and development sessions for SAC Executive Board and General Members.
 - Establish appropriate organizational goals and learning outcomes each semester with active Executive & General Members.
- Administrative Responsibilities
 - Ensure SAC VP of Membership understands how to create and maintain a budget (oversee this process continuously).
 - Maintain accurate transition reports, material samples, and correspondence samples for each SAC initiative.
 - Respond to emails and phone calls within one business day.
 - Attend Alumni/Annual Giving staff meetings.
 - Attend University Advancement Division meetings when appropriate.
 - Assist with major alumni/division events as needed, such as Homecoming.
 - Complete other duties as assigned.

Alumni and Development: Student Philanthropy Intern

Programs/Events are as follows:

- Semester 1: Welcome Weekend, Homecoming Philanthropy 5K, Networking & Etiquette Dinner, Thank a Thon, Giving Tuesday, Senior Giving Campaign (Forever Falcon)
- Semester 2: Student Engagement and Philanthropy Day, CASE (Council for Advancement and Support of Education) Ohio State Day Conference, Pay it Forward Day, I love BGSU Week, Student Philanthropy Initiative, End of Year Celebration, Forever Falcon
- Summer: TBD CASE ASAP (Affiliated Student Advancement Programs) Convention in August 2019
- Student Development: Fall/Spring membership retreat, Executive Board orientation, Summer Executive Board planning meeting, among other opportunities to provide professional development to students

Other Responsibilities:

- Attend Alumni/Annual Giving staff meetings
- Attend University Advancement Division meetings when appropriate
- Assist with major alumni/division events as needed, such as Homecoming
- Complete other duties as assigned
- Plan and coordinate Student Philanthropy member recognition activities, i.e. senior gifts & ceremony, outgoing exec gifts, etc.
- Oversee the planning and execution of professional development workshops

Student Supervision Expectations (including, but not limited to):

- Hold weekly one-on-ones with the President/Chairperson
- Hold weekly one-on-ones with the VPs or other Officers
- Hold bi-weekly or as needed one-on-one meetings with all other executive officers
- Attend all Executive Board meetings
- Attend all general body meetings
- Attend any additional committee meetings
- Oversee Student Philanthropy budget
- Plan and execute Student Philanthropy orientation, trainings, professional development and recruitment
- Serve as the official staff liaison between Student Philanthropy and colleagues/departments across campus (i.e. sending emails announcing upcoming events, awards, nomination processes, etc.)

Arts Village Residential Learning Community Program and Events Coordinator

Office Description: The Arts Village is a residential learning community housed in the Kreischer Quadrangle mainly on the Compton/Darrow side. The community consists of approximately 130 students (60% first-years, 35% second-years, 5% third-years and up). Many students major in some form of the arts, but the community is open to any student with an interest in the arts. The purpose of the Arts Village is to create experiential learning opportunities while also providing academic experiences. We accomplish this by offering academic courses in the hall specifically for LC members, connecting with faculty and local artists, encouraging collaboration between disciplines, offering a 24/7 studio and performance space, and providing quality extra- and co-curricular programming.

There is a flat management structure for the Arts Village. The Arts Village administration staff has the director, an administrative assistant, and two graduate assistants. The graduate assistants are from the Department of Higher Education and Student Affairs and the College of Musical Arts. The CSP graduate works closely with each part of the Arts Village for different needs.

Position Description: The Program and Events Coordinator does a lot of day-to-day management of the Arts Village RESC 2000A course. This includes managing and monitoring points, student leader success, and student success. The person in this position can often times be considered “second in command” for helping the Arts Village function.

Major Duties and Responsibilities:

- Coordinate, implement, promote, and assess learning community programs. Programs are frequent and varied and have included concerts, plays, academic and scholarly lectures, creative workshops, film screenings, and more.
- Document and evaluate student progress for the 1-credit experiential learning course associated with the learning community.
- Assist in the coordination and implementation of high-impact alternative break trips.
- Supervise and advise student leaders and Arts Village student employees.
- Maintain the facilities calendar and submit facility usage reports to the university/s Office of Capital Planning
- Participate in new student recruitment initiatives, including the organization of Preview Days and President’s Day three times a year. The graduate intern may also be involved in the creation of and maintenance of marketing materials and website content.
- Work with visiting artists and faculty.
- Maintain frequent communication with students to keep them well informed about their responsibilities and expectations as well as upcoming deadlines and opportunities.
- Assist the director in building and maintaining connections between students, the academic community, and resident life.
- Creatively assist students to become active programmers for the community.
- Teaching and facilitation opportunities include, but are not limited to, general programming coordination and teaching leadership and values identification.

BGSU Firelands Campus Academic Advisor

The office of Academic Advising and Student Services at Firelands College is seeking a graduate student to play a key role in advising Firelands College undergraduate students and advising students who are a part of the BGSU Firelands Pathway program. This position will be retained at BGSU Firelands College campus, in Huron, Ohio.

Program Description: We are seeking a student with an interest in academic advising who wishes to work with “at-risk” students. This position works under the Director of Academic Advising and Student Services from BGSU Firelands. This is a year-long (fall and spring) position averaging 20 hours a week. The schedule is flexible and based on course commitments and instruction times. The position will advise Firelands College undergraduate students and students in the Firelands Pathway program, assist with Firelands orientation programs, and other programmatic events as needed. BGSU Firelands College is an “open admission” campus and college of Bowling Green State University and located in Huron, Ohio.

Firelands Pathway Program: Students taking part in the “Pathway” program have not met the qualifications needed to be admitted to BGSU main campus. This is either due to a low GPA or ACT/SAT score. Students in the Pathway program are admitted to the University as Firelands College students who live on and take classes at BGSU main campus. The classes are taught by BGSU Firelands faculty. Pending successful completion (2.0 GPA) of the credit hours taken in their first year, Pathway students are fully admitted as a BGSU main campus student the next academic year. An estimated 70+ students will be admitted in the 2016-2017 cohort.

Internship Position Summary and Responsibilities:

- Provide Academic and Career Advisement for first year undergraduate students at Firelands College and students enrolled in Firelands Pathway Program.
- Assist with programmatic planning, development and implementation of office events. Events include College Access nights, recruiting events, and orientation, and group meetings for first semester students.
- Assist with production of Firelands Pathway information, event invitations and handouts utilizing desktop publishing software.
- Act as a liaison between BGSU Firelands Academic Advising/Student Services and Pathway students remotely and under supervision on campus in Bowling Green.
- Participate in office professional development and staff meetings.
- Prepare reports as requested.
- Related duties as assigned.

Career Center Intern

Office Description: The Career Center offers services to BGSU students and alumni that include career development and counseling, internship/co-op search assistance, career/job search assistance, resume/cover letter assistance, salary negotiation techniques and other career-related topics. Several networking opportunities are scheduled throughout the academic year for networking and professional development purposes with employers in addition to hosting highly attended job and internship fairs.

Position Description: Graduate Assistants are an extension of our professional staff and serve in similar roles upon completion of training and various observation experiences.

- Observe administrative staff to learn career counseling techniques/strategies
- Participate in training provided for job search sessions and workshops.
- Meet weekly with supervisor to evaluate and support learning and review progress of work assignments.
- Enhance knowledge and skills related to student and career development, job search, and career management.
- Assist with supervision of student staff, including hiring, training, and supervising front desk staff, as needed.
- Identify and apply the technologies used by the office.
- Develop professional goals and implement plans of action.
- Assist in the coordination and implementation of career fairs.
- Coordinate career development and job search programming initiatives.
- Assist in the development and writing of Career Center publications.
- Participate in assessment of programs and services and research projects.
- Assist with customer service and marketing functions of the office.

Major Duties and Responsibilities:

- Provide career planning and employment consulting services to students.
- Conduct individual career development and job search appointments with students.
- Critique resumes and cover letters during “drop-in” hours.
- Facilitate presentations to classes and student organizations on topics, such as Career Center services, career exploration, job searching, resume development, interviewing, etc.
- Coordinate projects, such as social media management, Career Student Ambassadors, intern spotlights, front desk operations, etc.
- Assist with the daily operations of the Career Center.
- Complete special projects and other duties as assigned.

Center for Community and Civic Engagement Intern, Programs and Partnerships Intern

Program Description: The Center for Community and Civic Engagement (CCCE) is a unit within Academic Affairs, and the Director reports to the Vice Provost for Academic Affairs. The Center brings focus to BGSU's human and intellectual potential; creating a vision, infrastructure, and programs to drive high impact community and civic engagement priorities in service to the public good. Our commitment is to generate "Global Solutions for Regional Issues," both close to home and, wherever in the region, state, nation, and world where BGSU has committed partnerships and relevant expertise. We administer a broad range of programs which connect faculty members, students, and community partners in high impact community based learning, service and engagement. The Center is known for initiatives such as - community based learning courses, international service-learning, BG Alternative Breaks, the Civic Action Leader scholarship program, MLK Jr. Day of Service, Public Policy Projects, the Vital Communities Initiatives, BGSU Votes, and Democratic Dialogues.

- The CCCE is seeking a qualified Masters/PhD level student/s to play a role in programmatic initiatives that develop innovative campus-community programs and partnerships leading to high impact student learning, faculty community engagement, and community and civic impact.
- This position reports directly to the Director/Associate Director of the CCCE.
- We are seeking students with an interest in or a background working with some or all of the following – community engagement/service, community development, civic engagement and leadership programs, project and event planning, campus-community partnerships, assessment and reporting, managing teams and supervising undergraduate student leaders, and implementing effective communication and assessment strategies.
- Candidates will have the opportunity to integrate their graduate program of study with their office responsibilities.

Qualifications:

Seeking some combination of the following, with a strong emphasis on project planning and strong administrative skills:

- Excellent organizational/administrative skills and strong interpersonal communication skills, preferably with experience of working in an office environment;
- Project and event planning experience;
- Experience supervising and coordinating teams;
- Good technology, writing and editing skills;
- Experience in gathering information, developing spreadsheets and databases, and working with a variety of communication strategies and formats;
- Experience conducting presentations, training, and interacting with diverse audiences;
- Experience with programs such as volunteer/community service events & programs, community based learning, alternative breaks, student civic leadership, and all forms of experiential learning;
- Experience mentoring and supervising undergraduate students;
- Commitment to working as part of a collaborative team;
- Commitment to diversity and inclusion.

Chapman Learning Community Program and Events Coordinator

Program Description: The Chapman Learning Community is a residential living learning community consisting of 120 plus first and second year BGSU students who are focused on community service and social entrepreneurship. As part of their membership in Chapman, student live together in Kohl Hall, they take common courses and participate in service-learning experiences with a variety of community partners. The program's purpose is to integrate students' academic experiences with their residential life experiences. We accomplish this by offering academic courses in the hall specifically for Chapman members and by encouraging collaboration between disciplines. For more information about the community refer to our website. <http://www.bgsu.edu/provost/chapman-community-kohl>

Work Schedule: Is variable and will be compatible with your other obligations and commitments. It should include some daytime, evening and weekend hours. Time commitment is 20 hours per week.

Responsibilities:

- Assist the Director in building and maintaining connections between students, the academic community, and Residence Life.
- Coordinate, implement, promote and assess learning community programs. Programs are frequent, varied and included service and social events.
- Document and evaluate student progress for the academic field-experience course associated with the learning community.
- Assist in the coordination and implementation of high-impact alternative break trips.
- Supervise and advise student leaders (8 sophomores).
- Participate in new student recruitment initiatives, including the organization of Preview Days and President's Day three times per year. The graduate intern may also be involved in the creation of and maintenance of marketing materials and website content including social media.
- Work with visiting faculty and community partners.
- Maintain frequent communication with students to keep them well informed about their responsibilities and expectations as well as upcoming deadlines and opportunities.
- Creatively assist students to become active programmers for the community.

Supervision and Teaching: The intern will be supervised by the Director of Chapman. The intern is responsible for supervising and advising a Student Leader staff of eight. Teaching and facilitation opportunities include, but are not limited to, general programming coordination and teaching leadership and values identification.

College of Arts and Sciences: Academic Advisor/Recruitment and Retention Specialist

Position Summary: One graduate assistantship position available part time (20 hours per week*) for a College Student Personnel graduate student- emphasis on a broad range of advising, recruitment, and retention/teaching activities

Position Responsibilities:

Advising activities

- Individual and group advising of A&S students.
- Completion of junior audits in conjunction with Director of Advising or supervisor by learning and using the Degree Audit Reporting System (DARS).
- Coordinate advising site (Canvas) in conjunction with Director of Advising or supervisor.

Recruitment activities

- Assist with development of recruitment brochures and promotional materials.
- Attend and participate in admissions recruiting events.
- Assist with web development and maintain social media.
- Serve as initial college contact for prospective students.
- Provide information about the BGSU community to prospective students and their families.

Retention activities

- Compile and review reports to identify at risk and probation students.
- Academic advising with at risk and probation students.
- Correspond with at risk students.
- Teach a one credit hour course to assist at risk students.

College of Business Administration Academic Advisor

Office Description: The Office of Undergraduate Student Development provides advising to all undergraduate College of Business Administration students. Our advisors know important academic policies, procedures, and resources for students at Bowling Green State University. Academic advisors strive to challenge and support students to become independent and engaged citizens who are able to take responsibility for achieving lifelong educational, personal, and career goals.

Position Description: The Graduate Academic Advisor provides essential support and service to undergraduate students and contributes to the university's goals of promoting student learning, development, career planning and timely graduation.

Major Responsibilities Include:

- Provide academic and career advisement to first- and second- year students in the College of Business Administration (CBA) as well as those students interested in pursuing a business major or minor.
- Assist with programmatic planning, development and implementation of various CBA events, including College of Business Day, CBA Honors and Awards, international student welcome events, CBA study abroad meetings, etc.
- Conduct outreach to students, especially those who are in academic distress.
- Assist with reviewing, creating and updating CBA advising handouts and other written materials.
- Represent the CBA at BGSU events for prospective students, such as Presidents' Day activities, Preview Days and Admissions road trips.
- Assist with presentations on topics like career development, academic advising, and CBA co-curricular opportunities.

Additional Responsibilities Include:

- Assigned as the advisor to approximately 150-200 students for support and outreach but will meet with students outside the caseload as well.
- Practicum experiences are encouraged and supported.
- Participate in office staff meetings and campus professional development activities.
- Prepare reports, as requested.
- Related duties, as assigned.

College of Business Administration

Business Career Accelerator Intern

Features: BGSU's College of Business Career Accelerator is the link between a student's education and their career aspiration or dream job. The office provides all services of a fully-functioning career services office, with an enhanced focus on business. We offer a variety of services to ensure the highest return on investment and create a fun, friendly, and productive atmosphere for the College of Business community. The office is composed of an Associate Director and two Graduate Career Counselors who report to the Associate Director. Relaxed, creative, and productive atmosphere.

Assigned Duties & Responsibilities

STUDENTS: Schedule and hold appointments with undergraduate and graduate students, (minimum goal of 10/week) advising and meeting regarding, but not limited to:

- Job search strategy development and support (permanent, internships, co-ops, etc.).
- Professional writing (resumes, letters, etc.), interviewing, business etiquette, and networking.
- Career and professional/personal advising, including choosing the best major and/or career path.
- Manage, grade, communicate with students to complete FIT Certification, and access Career Report.
- Advise/navigate all aspects of the job search process, follow-up, negotiation, personal budgets.
- Graduate school searching and selection, and international student resources.

EMPLOYERS: Assist employers with recruiting Business students including, but not limited to:

- Develop, maintain, and grow Jobs Inventory through employer generation and relations.
- Provide opportunities for employers to connect with students including Spotlight Sessions, and more.
- Advertise internships and full time positions to students through emails, WorkNet, and other methods.
- Management and scheduling of the Business Recruiting Center.
- Attend, plan, and facilitate special events/topic-specific workshops, Business Career Day, Job EXPO.
- Develop new resources and services for students and employers.
- Use of CBA College Portal data management system to track activity.
- Monitor and facilitate the Business Career Accelerator email account (bizjobs@bgsu.edu) and phone.
- Other duties as assigned.

College of Business Administration

Education Abroad Advisor

Office Description: The goal of the Office of Undergraduate Student Development (USD) is to provide services that will encourage the holistic development of students and facilitate students to choose an appropriate area of study consistent with their passion and abilities. The office will provide services and academic advice to students beginning their freshmen year so that degree requirements are completed in a timely manner. The USD will work with faculty of the college to prepare students for success in their first career position. Goals of the USD are to continuously strive to improve retention and increase the number of students participating in internships and co-curricular experiences.

Position Description: Assist the Director of the Office of Undergraduate Student Development (USD) in the College of Business Administration with promoting, recruiting, advising and preparing students for their Education Abroad experience.

Major Duties and Responsibilities:

- Develop marketing/promotional programming to inform CBA students about Education Abroad programming.
- Assist with reviewing, creating and updating CBA promotional materials as well as maintaining and updating CBA education abroad web pages.
- Assist with presentations on Education Abroad Programming to current and prospective students via class visits (BA 1500- Business Overview), information sessions, Presidents' Day activities, Preview Days, and Admissions road trips.
- Assist students with academic planning to ensure course equivalencies align with degree requirements while studying at partner institution.

College of Health and Human Services

Academic Advisor/Programming

The College of Health and Human Services seeks graduate assistants with excellent interpersonal skills and a commitment to Bowling Green State University to serve as advisor, teaching assistant, and mentor to first- and second-year students in the college.

This position entails:

- Extensive individual interaction with first- and second-year students.
 - Advising:
 - An advising load of approximately 20 students; in one-on-one appointments, also utilize phone appointments and email.
 - Utilization of technology for tracking and analyzing student performance, persistence, and retention; maintain correspondence and advising notes.
 - Autonomy to develop your individual advising style and to implement your unique ideas for working with students.
 - Teaching:
 - Teach one section of HHS 1000 – fall semester first-year transition course.
 - Student ambassadors:
 - Coordinate group of 10 undergraduate ambassadors.
- ?? Ambassadors attend college events and assist with recruitment programs.
- Program planning:
 - Coordinate CHHS participation in MAPS Career Day, Preview Days, and Presidents Day.
 - Other projects *may* include one of the following:
 - Working with faculty on department programs.
 - Assessment of CHHS advising services and outcomes.
 - Membership on CHHS scholarship committee.
 - Serving on campus-wide advising committee.

Features of the position and office:

- Work closely with a 2nd year CSP graduate student.
- One-on-one supervision by professional advisor.
- Some evening or weekend hours scattered throughout semester.
- Encouragement and support to pursue practica in other student affairs areas.
- Professional development opportunities.
- 20 hours per week is accurate (no hidden hours/on-call, etc.) – you have time to be a student!

College of Health and Human Services

Academic Advisor/Social Media

The College of Health and Human Services seeks graduate assistants with excellent interpersonal skills and a commitment to Bowling Green State University to serve as advisor, teaching assistant, and mentor to first- and second-year students in the college.

This position entails:

- Extensive individual interaction with first- and second-year students.
- Advising:
 - An advising load of approximately 20 students; in one-on-one appointments, also utilize phone appointments and email.
 - Utilization of technology for tracking and analyzing student performance, persistence, and retention; maintain correspondence and advising notes.
 - Autonomy to develop your individual advising style and to implement your unique ideas for working with students.
- Teaching:
 - Teach one section of HHS 1000 – fall semester first-year transition course.
- Social Media:
 - Produce and maintain Advising Office weekly email newsletter, Facebook, Twitter, etc.
- Other projects *may* include one of the following:
 - Possible spring course for probation/warning students.
 - Assessment of CHHS advising services and outcomes.
 - Membership on CHHS scholarship committee.
 - Serving on campus-wide advising committee.

Features of the position and office:

- Work closely with a 2nd year CSP graduate student.
- One-on-one supervision by professional advisor.
- Some evening or weekend hours scattered throughout semester.
- Encouragement and support to pursue practica in other student affairs areas.
- Professional development opportunities.
- 20 hours per week is accurate (no hidden hours/on-call, etc.) – you have time to be a student!

College of Technology, Architecture, and Applied Engineering

Co-op Coordinator/Academic Advisor

Position Description: The graduate student provides direct support to Undergraduate Student Services with planning, implementing, and evaluating program objectives and services. This person will meet directly with students to assist with co-op preparation, serve as an academic advisor, and participate in retention initiatives, ultimately contributing to the University's goals of promoting student learning, development, career planning and timely graduation. Planned to be a two year experience, with the first year focusing on Co-op responsibilities and the second year focusing on advising responsibilities.

Major Duties and Responsibilities:

- Co-op Responsibilities (primarily year 1)
 - Work with Undergraduate Student Services in the Technology Building assisting with Co-op Office with daily operations.
 - Operate WorkNet, the CO-OP Position electronic posting system.
 - Notify student via email and social media about co-op opportunities.
 - Update information on tracking spreadsheet.
 - Contact employers on status of position(s).
 - Conduct student advisement sessions in development of their co-op plans, selection and placement.
 - Assist students with development of resumes, cover letters, and pursuing leads of potential employers for job site development.
 - Coordinate/develop business and industry-based field experience programs for the College of Technology on the undergraduate level, ensure open communication with employer site development and program among existing and potential employers.
 - Assist in the development and implementation of: workshops for students and industrial contacts as well as sales and marketing of the program, the College of Technology, Architecture and Applied Engineering students, and BGSU.
- Advising Responsibilities (primarily year 2)
 - Assist the advisors in developing and assessing retention activities, including orientation, mandatory advising of first-year students, and more.
 - Assist with individual and group advising as deemed appropriate by the advisors.
 - Facilitate weekly walk-in advising hours.
 - Help coordinate group advising sessions each semester.
 - Conduct outreach to students, especially those who are in academic distress with assistance and support from USS Advisors and the central University advising office.
 - Research, organize, and report data to departments for purposes of assessment and enrollment management.
 - Assist advisors with graduation clearance, maintenance of SSC campaigns, development of retention materials, etc.
- Other duties as assigned.

Equity, Diversity, and Inclusion Programs

TRIO Programs Intern

Position Description: This half-time (20 hours/week) Graduate Assistant position is vital to the university's diversity initiatives and retention efforts. The GA assists with the advising and programming of the McNair Scholars and with the tutoring program of Student Support Services (SSS).

Office Description: The main role of TRIO programs is to assist first-generation, low-income, and underrepresented students to graduate from BGSU and to prepare them for graduate studies. This position allows a great deal of contact with undergraduates, including regular advising of up to 30 McNair Scholars and potential teaching opportunities (if desired). The TRIO GA has their own desk, computer and workspace in the small (approximately 20 person) Equity, Diversity and Inclusion Programs office space. Work hours to be arranged at mutually convenient times, primarily between 8 am–5 pm, with a small amount of evening (monthly meetings) or weekend hours (travel).

Major Responsibilities Include:

- Assist with the academic advising, graduate school planning and research of the McNair Scholars.
- Meet monthly 1:1 with each McNair Scholar and hold regular office hours.
- Plan and coordinate the monthly programming for the McNair Scholars.
- Assist with McNair recruitment and selection, including information sessions, interviewing, and evaluation.
- Coordinate SSS peer tutoring, including recruiting, hiring, training, assignment, and recordkeeping.
- Assist with assessment/evaluation of McNair programming and the SSS tutoring program.
- Attend all TRIO staff meetings.
- Perform other duties as assigned by supervisor.

Desired Skills and Qualifications:

- Desire to work with diverse student population and provide support for retention and graduate study.
- Excellent interpersonal, verbal and written communication skills.
- Familiarity with the research process and applying to graduate school.
- Program coordination, management and recordkeeping skills; familiarity with assessment / evaluation.
- Ability to work independently as well as collaboratively.

Graduate Enrollment Intern

Position Description: The Graduate Enrollment Intern will assist with graduate recruitment and retention initiatives in the Graduate College, including, but not limited to, on-campus visit programs, email and phone campaigns, marketing and comparative research, publications and web content, webinars, social media usage and graduate student orientation.

***Major Responsibilities Include:**

- Attend and help coordinate on-campus visit events and programs
- Reply to inquiries from prospective students via email and phone
- Conduct research on prospective and current graduate student marketing preferences, as well as competitor practices
- Review and help maintain graduate fact sheets and web pages
- Help develop and implement strategic mailings and webinars
- Develop social media content and monitor usage
- Assist with Graduate Student Orientation

Desired Knowledge, Skills and Abilities:

- Ability to complete tasks with little supervision
- Creativity, reliability, initiative, and attention to detail
- Strong customer service and interpersonal skills
- Excellent verbal and written communications

Honors College Intern

Position Description: The Honors College graduate interns are offered a unique opportunity to gain a variety of responsibilities and skills. Graduate interns gain experience with such areas as academic advising, student organization advising, programming, and event planning.

Assigned Duties and Responsibilities:

- Co-advise student organizations
 - Honors Student Association
 - Tuition Raffle
- Provide academic advising for Honors College students with undecided majors.
- Coordinate events like: Honors Project Reception, annual Family Day Open House, Homecoming Tent, large-scale speakers, and Senior and Leadership Recognition programs.
- Participate in recruitment activities for prospective students and their families.
- Coordinate with Honors staff, Residence Life personnel, and students to enhance the living-learning experience for residents of the Honors Learning Community.
- Collaborate with fellow Honors College graduate intern to support one another's endeavors within the position.
- Plan and coordinate learning community trips.
- Compile, edit, and disseminate a weekly email newsletter, "The Scroll," which lists Honors and campus opportunities of an educational nature. (**Note:** This is a one-year responsibility to be completed during the first year of the internship).

Graduate interns are able to tailor their experience working with the Honors College to their particular interests and needs. Some examples of additional opportunities include:

- Coordinate book discussions.
- Coordinate student leadership retreats.
- Design and implement additional programs, such as career development seminars, panel discussions, and social events.
- Coordinate assessment activities.

Nontraditional and Military Student Services Intern

Position Description: This half-time (20 hours/week) Graduate Assistant position is a crucial part of Nontraditional and Military Student Services (NTMSS) day-to-day operations. The Graduate Assistant will assist the office through program advising, assessment, research, and various other duties related to serving the nontraditional and military student populations at BGSU.

Major Responsibilities Include:

- Serve as a program advisor for nontraditional and/or military students at BGSU.
- Maintain office hours in order to assist with walk-in students.
- Assist with planning, coordination, and execution of the Nontraditional and Military student orientations.
- Serve as a member of the Nontraditional Scholarship Committee.
- Compose the nontraditional student newsletter each semester.
- Assist with assessment/evaluation of NTMSS programs.
- Perform other duties as assigned by supervisor(s).

Desired Skills and Qualifications:

- Desire to work with diverse undergraduate student population and provide support for retention.
- Excellent interpersonal, verbal and written communication skills.
- Familiarity with assessment/evaluation preferred.
- Ability to work independently as well as collaboratively.
- Knowledge of military culture/lifestyle is preferred but not necessary.

Office of Admissions

Admissions Representative

Office Description: BGSU's Office of Admissions is responsible for the recruitment of new students, while providing guidance during the college search process. Prospective students and their families utilize the Office of Admissions as a resource to navigate through the campus visit experience, online application, next step questions, and enrollment to the university.

Position Description: Recruit prospective students to Bowling Green State University as part of the Admissions team. Present daily information sessions to visiting students and families, meet with students and parents individually to address questions and concerns regarding the enrollment process.

Major Duties and Responsibilities:

- Serve as an Admissions Representative – discuss BGSU and admission requirements with prospective students, parents, and visitors who are seeking information.
- Make admission decisions – review admission credentials (application for admission, secondary school transcript, SAT/ACT test results, and collegiate transcripts, if applicable) to determine eligibility for admission to BGSU.
- Perform “Counselor On Duty” role – responsible for giving daily presentation to prospective students and guests visiting BGSU, field questions, provide welcoming atmosphere; will include weekdays and select Saturdays.
- Create a positive environment for visitors and ensure they have a productive and successful visit experience on campus.
- Communicate with prospective students regarding admissions and/or enrollment related questions via telephone and email.
- Represent BGSU at on-campus recruitment events; some Saturdays included.
- Visit local high schools and college fair programs when available.
- Assist in the coordination of personalized campus visits.
- Additional duties as assigned.

Office of Campus Activities: Fraternity and Sorority Life Intern

Position Description: The Master's Level graduate intern in the Office of Campus Activities (OCA) is expected to provide 20 hours of service weekly in order to assist in the accomplishment of the goals of the department with specific focus in the area of Fraternity & Sorority Life (FSL), with assistance to significant office initiatives as appropriate. The graduate intern is assigned specific responsibilities and is called upon to assist with meeting office objectives as needed. During peak times, additional hours may be required.

Assigned Duties and Responsibilities:

- Co-advise one of the four governing Greek councils (i.e., IFC, Panhellenic, NPHC, or MGC).
- Co-advise one of the additional student leader groups (e.g., Order of Omega, *Greek Standards of Excellence* committee, and Greek Weekend Committee).
- Serve as primary chapter support liaison at least 7 chapters through the Fraternity & Sorority Life Support Model (e.g., conduct monthly meetings with designated officers and attend chapter event(s) and meetings, etc.), by educating chapters on topics such as: leadership, academic and intellectual development, civic engagement, diversity and inclusion, etc.
- Actively participate in and present at all FSL leadership programs, while assisting with the planning, implementation, and assessment of one of those offerings (e.g. Council Leaders Academy, New Member Orientation, and Presidents' Academy).
- Assist with FSL marketing and communication initiatives to potential and current members, alumni, parents, and (inter)national headquarters staff members.
- Assist with major events coordinated by the OCA (e.g., Campus Fest, Opening Weekend activities, Orientation presentations, Homecoming Weekend, Falcon Family Weekend, Sibs N Kids Weekend and/or Applauding Excellence).
- Maintain regular office hours at least four days per week and attend weekly 1:1 meetings with direct supervisor.
- Attend all staff meetings and trainings as well as serve as a representative of the OCA on Division and University-wide committees as assigned.
- Assist in achieving OCA initiatives and goals and assist with the day-to-day operations in the office suite, including working collaboratively with various OCA staff.
- Assist with other OCA projects as assigned.

Office of Campus Activities

Major Events Graduate Intern

Position Description: The Master's Level graduate intern in the Office of Campus Activities (OCA) is expected to provide 20 hours of service weekly in order to assist in the accomplishment of the goals of the department with specific focus in the area of Student Organizations and Major Events (SOME), with assistance to significant office initiatives as appropriate. The graduate intern is assigned specific responsibilities and is called upon to assist with meeting office objectives as needed. During peak times, additional hours may be required.

Assigned Duties and Responsibilities:

- Co-advise one of three student organizations (i.e., University Activities Organization, Dance Marathon, or Homecoming Student Steering Committee).
- Assist with the execution of major OCA events (e.g., Campus Fest, Opening Weekend activities, Orientation presentations, Homecoming Weekend, Falcon Family Weekend, Sibs N Kids Weekend, Greek Sing, Greek Weekend, and/or Applauding Excellence).
- Assist with student organization support initiatives: annual registration, leadership and member development/training, office/storage space allocation, budget allocation, travel registration, risk management, recruitment and retention, event planning, and assessment.
- Assist with communication and outreach initiatives to student organization members and advisors, as well as parent and family members of BGSU students through the creative use of various social media tools, web content management solutions, and dedicated campus/OrgSync updates and newsletters.
- Co-advise one of the additional student leader groups/boards/teams (i.e., the Get Involved Team or the Student Budget Committee).
- Maintain regular office hours at least four days per week and attend weekly 1:1 meetings with direct supervisor.
- Attend all staff meetings and trainings as well as serve as a representative of the OCA on Division and University-wide committees as assigned.
- Assist in achieving OCA initiatives and goals and assist with the day-to-day operations in the office suite, including working collaboratively with various OCA staff.
- Assist with other OCA projects as assigned.

Office of Campus Activities

Student Engagement Intern

Position Description: The Master's Level graduate intern in the Office of Campus Activities (OCA) is expected to provide 20 hours of service weekly in order to assist in the accomplishment of the goals of the department with specific focus in the area of Student Engagement, with assistance to significant office initiatives as appropriate. The graduate intern is assigned specific responsibilities and is called upon to assist with meeting office objectives as needed. During peak times, additional hours may be required.

Major Duties and Responsibilities:

- Co-advise one of three student organizations and meet weekly with student leaders (i.e., Dance Marathon, University Activities Organization, or Homecoming Student Steering Committee).
- Assist with the execution of major OCA events (e.g., Campus Fest, Opening Weekend activities, Orientation presentations, Homecoming Weekend, Falcon Family Weekend, Sibs N Kids Weekend, Greek Sing, Greek Weekend, and/or Applauding Excellence).
- Lead or assist with the planning, implementation, and assessment of student engagement incentive programs, and the tracking of student involvement through swipe technology.
- Assist with outreach initiatives to students, as well as parent and family members of BGSU students through the creative use of various social media tools, web content management solutions, and dedicated campus/OrgSync newsletters and their centralized calendar systems.
- Recruit, select, train, and co-supervise the Get Involved Team. The Get Involved Team works with the Office of Campus Activities to connect students and families to the University community.
- Manage administrative tasks related to the position, including evaluation and assessment of campus wide programs.
- Maintain regular office hours at least four days per week and attend weekly 1:1 meetings with direct supervisor.
- Attend all staff meetings and trainings as well as serve as a representative of the OCA on Division and University-wide committees as assigned.
- Assist in achieving OCA initiatives and goals and assist with the day-to-day operations in the office suite, including working collaboratively with various OCA staff.
- Assist with other OCA projects as assigned.

Office of Campus Activities

Student Organizations Intern

Position Description: The Master's Level graduate intern in the Office of Campus Activities (OCA) is expected to provide 20 hours of service weekly in order to assist in the accomplishment of the goals of the department with specific focus in the area of Student Organization Services (SOS), with assistance to significant office initiatives as appropriate. The graduate intern is assigned specific responsibilities and is called upon to assist with meeting office objectives as needed. During peak times, additional hours may be required.

Assigned Duties and Responsibilities:

- Assist with student organization support initiatives: annual registration, leadership and member development/training, office/storage space allocation, budget allocation, travel registration, risk management, recruitment and retention, event planning, and assessment.
- Assist with communication and outreach initiatives to student organization members and advisors, as well as parent and family members of BGSU students through the creative use of various social media tools, web content management solutions, and dedicated campus/OrgSync updates and newsletters.
- Assist with the execution of major OCA events (e.g., Campus Fest, Opening Weekend activities, Orientation presentations, Homecoming Weekend, Falcon Family Weekend, Sibs N Kids Weekend, Greek Sing, Greek Weekend, and/or Applauding Excellence).
- Co-advise one of the additional student leader groups/boards/teams (i.e., the Student Budget Committee).
- Maintain regular office hours at least four days per week and attend weekly 1:1 meetings with direct supervisor.
- Attend all staff meetings and trainings as well as serve as a representative of the OCA on Division and University-wide committees as assigned.
- Assist in achieving OCA initiatives and goals and assist with the day-to-day operations in the office suite, including working collaboratively with various OCA staff.
- Assist with other OCA projects as assigned.

Office of Multicultural Affairs Intern

Position Description: This is a half-time (20 hours per week) College Student Personnel (CSP) Graduate Assistant position that is vital to the diversity initiatives and retention efforts of the Office of Multicultural Affairs. The person in this position will have a lead role in helping to facilitate social justice education with specific focus on the office's diversity education program and Ethnic Student Center.

Other desired skills are:

- Strong desire to work with diverse student populations and provide support for diversity, and inclusion programs.
- Strong oral and written communication skills.
- Excellent interpersonal, verbal, and written communication skills.
- Program coordination and management skills.
- Adapts to change quickly and a desire to learn new things.
- Ability to work independently and collaboratively on teams and with supervisor.
- Curriculum development and teaching (If any).
- Data management and assessment skills.
- Adapts to changes and additional training quickly.

Assigned Duties and Responsibilities:

- Assist in the coordination of the Office of Multicultural Affairs Ambassador (OMAA) Program, which may include advising the OMAA group.
- Help facilitate/coordinate Ethnic Student Center Dialogue Series.
- Meet regularly with diverse student populations and provide support and guidance for students and assigned multicultural student organizations.
- Attend staff meetings and hold regular office hours as arranged with supervisor.
- Assist with planning and implementing multiple diversity education initiatives for the department as needed, especially the Ethnic Student Center's dialogue series, and diversity workshops.
- Perform other duties as assigned by supervisor.

Duties may change to fit the needs of the department.

Features of the position and/or office:

- Our office is located in the Math Science Building, Room 318-B.
- GA will be provided with own spacious cubical, keypad to access the 318-B, computer, printing code, and long-distance phone call code.
- The office takes pride in its friendly, flexible, and supportive culture valued by all professional staff members.
- GA often enjoy wide range of opportunities for personal and professional development ranging from student programming, workshop and dialogue facilitation, organizing, advising, and teaching, to technology and leadership.

Office of Pre-Major and Academic Planning

Academic Advisor

Position Description: Provide Academic and Career Advisement for students in two programs in the Office of Pre-Major and Academic Planning (PMAP): Deciding Student Program (DSP) and the University Program for Academic Success (UPAS). DSP is for undeclared/undecided first year students who wish to explore options before selecting a major. UPAS is for students who are conditionally admitted to the University.

Responsibilities Include:

- Provide Academic and Career Advisement for combined caseload of 100 first year Pre-Major Advising and UPAS students.
- Work with the Pre-Major & Academic Planning PEAK Peer Advisor program. Train and supervise peer advisors. Coordinate leadership events and programs.
- Assist with programmatic planning, development and implementation for office events. Events include Major Match-Up, an annual major exploration fair for undecided students; and Major Mondays, information sessions for students regarding selected majors.
- Opportunity to teach a section of ACEN 1210, a study strategies course, during the second year of the internship.
- Represent PMAP at events for prospective students, such as the Presidents' Day Open House, Preview Days, and Falcon Fridays.
- Assist with production of PMAP Advising information, event invitations and handouts utilizing desktop publishing software.
- Provide academic advisement at orientation programs for incoming students enrolled in the College Credit Plus Program and their parents. This program is designed for talented high school students taking college courses.
- Post important deadline reminders and event information on the Pre-Major & Academic Planning Facebook page.
- Participate in office professional development and staff meetings.
- Prepare reports as requested.
- Related duties as assigned.

Office of Residence Life

Graduate Academic Support Coordinator

Position Summary: The Graduate Academic Support Coordinator assists in providing supervision, leadership development, and support to the Office of Residence Life's Academic Peer Mentors (APM). The Academic Peer Mentors Program is a newly developed program, designed to provide individual mentoring and hall-wide programming to promote academic success and personal growth for students living in the residence halls at BGSU. This graduate student is directly supervised by the Assistant Director for Academic Support and Assessment.

Responsibilities: Typical areas of responsibility may include but are not limited to the following:

- Supervision & Follow Up
 - Directly supervise and evaluate 10-15 Academic Peer Mentors.
 - Follow up with residential students who are referred up by the Academic Peer Mentors.
 - Review APM contact logs on a regular basis for any issues and concerns to be referred up.
 - Assist in developing APM Manual.
- Programming
 - Assist with identifying and disseminating content for newsletters, bulletin boards, and social media postings.
 - Assist APMs in presenting hall-wide programming that provides students with information about campus resources, opportunities to connect to faculty in an informal atmosphere, and assistance with overcoming daily challenges in their academic development.
 - Create resources handouts and worksheets for APMs to distribute to students.
- Administration
 - Assist in conducting bi-weekly roundtable staff meetings with the APM staff.
 - Assist in coordinating APM Recruitment/Selection process during Spring 2017.
 - Review and compile all meeting reports, noting concerns.
 - Meet weekly with Assistant Director and with the Residence Education staff.
 - Assist in coordinating fall and spring training for APM staff.
 - Participate in Residence Education fall and spring trainings.
- Participate in on-call duty rotation.
- Participate on committees within Residence Life to continue to move the Office of Residence Life toward its mission and vision.
- Attend and participate in Residence Education staff training sessions and meetings.
- Attend and participate in Residence Education staff selection sessions and meetings.
- Support Bowling Green State University and Office of Residence Life initiatives.
- Perform other duties as assigned.

Requisite Knowledge and Skills: The Graduate Academic Support Coordinator must be a full-time graduate student in College Student Personnel, Higher Education or a related field at Bowling Green State University. To be successful in this position, the Graduate Academic Support Coordinator must have a demonstrated desire to work with retention programs, mentoring programs, staff supervision, and customer service in a residential setting. In addition, the Graduate Academic Support Coordinator must have excellent interpersonal and written communication skills, excellent organizational skills and a demonstrated desire to work with diverse individuals and groups. Prior leadership experience working in a residential setting and experience advising student organizations or staff supervision is preferred.

Office of Residence Life

Graduate Hall Director

Position Summary: The Graduate Residence Hall Director is a live-in staff person in the Office of Residence Life, who assists in the daily operation of an undergraduate residence hall. The Graduate Residence Hall Director is directly supervised by a full-time Residence Hall Director. This staff person assists in the supervision of Resident Advisors (RAs), Student Desk Manager (SDM), and Desk Clerk staff, as well as the administration of hall-wide programming and crisis response.

Supervisors: Full-time Residence Hall Director and Assistant Director of Residence Life

Responsibilities: The specific responsibilities of the position are negotiated between the Graduate Residence Hall Director and the Residence Hall Director with the approval of the Assistant Director for the area where the hall is located. Typical areas of responsibility may include, but are not limited to, the following:

- Supervise, advise, train, evaluate, and hire a Resident Advisor (RA) staff, including personal and professional development of RAs and creating a sense of team and camaraderie amongst staff
- Co-supervise the Student Desk Manager (SDM), who also supervises the front desk. The GHD will work with the SDM to hire, train, supervise, and evaluate the student desk staff
- Develop a well-rounded community within the building, focused on the five priorities of the Falcon Student Retention Curriculum (Academic Success, Safety and Security, Inclusivity, Personal Growth, and Engagement)
- Advise, or co-advise Hall Council, or the student governing body within the residence hall
- Develop relationships with and be visible to residents in the building
- Become familiar with available resources on campus and be able to communicate those resources to residents
- Serve on the duty/on-call rotation
- Counsel students and respond to crisis situations that may occur in the residence hall
- Conduct meetings with students who have violated the Code of Student Conduct. Determine appropriate consequences and results of these meetings, including referring cases to the University Level or assigning educational sanctions
- Communicate effectively and respectfully with residents, families, faculty, advisors, and other constituents found on-campus
- Distribute and assist with all paperwork and other administrative duties
- Attend and participate in staff training sessions and meetings
- Attend and participate in staff selection sessions and meetings
- Participate on Action Teams (or committees) within Residence Life to continue to move the Office of Residence Life toward its mission and vision

Responsibilities could also include:

- Manage the hall budget.
- Create and facilitate professional and personal development for both Resident Advisor staff and professional staff.
- Instruct or co-instruct the Resident Advisor class.
- Present or co-present sessions during Resident Advisor and/or Student Desk Manager training.
- Represent the Office of Residence Life at recruitment and large admissions functions.
- Support Bowling Green State University and Office of Residence Life initiatives.

Office of Residence Life

Graduate Leadership Coordinator

Position Summary: The Graduate Leadership Coordinator (GLC) is a dual reporting position with 65% of time focused on leadership initiatives and 35% of time focused on the Academic Coaching of leadership and residential students. The Graduate Leadership Coordinator is directly supervised by the Coordinator for Leadership and Administration. This position will work to coordinate leadership activities including the Leaders in Residence program and the Advanced Leaders in Residence class, and co-advise the Resident Student Association and the National Residence Hall Honorary. This position will also spend time following up with students about academic related issues as identified by RAs during the Falcon Success and Retention Curriculum (FSRC) conversations.

Responsibilities: Typical areas of responsibility may include, but are not limited to the following:

- Co-advise, and the opportunity to directly advise, the Resident Student Association (RSA) and/or National Residence Hall Honorary (NRHH)
- Implement and facilitate Advanced Leaders in Residence class (a one-credit leadership class in the fall semester)
- Directly responsible for the design and implementation of the Leaders in Residence program during the spring semester, including the advertising, registration, program design, training of facilitators, budget, and assessment
- Coordinate, implement, and provide direction in the area of leadership development for hall council members and the Resident Student Association, as well as other leadership development initiatives in the Office of Residence Life
- Serve as an Academic Success Coach for residential and residential leadership students.
- Conduct follow-up conversations with residents on academic success issues as identified by RAs during the Falcon Success and Retention Curriculum (FSRC) conversations.
- Make resources referrals to Academic Advisors, Learning Commons, Counseling Center, Bursar, Financial Aid, and other resources relevant to academic success issues.
- Talk with students about residential resources such as the Faculty Peer Mentors, Academic Peer Mentors, and Academic Resource Centers.
- Help student identify their Academic Advisor, College Offices, DARS Reporting System, Etc.
- Serve on the duty/on-call rotation
- Counsel students and respond to crisis situations that may occur in the residence halls while on duty
- Communicate effectively and respectfully with residents, families, faculty, advisors, and other constituents found on-campus
- Attend and participate in staff training sessions and meetings
- Attend and participate in staff selection sessions and meetings
- Participate on committees within Residence Life (student staff selection and training) to continue to move the Office of Residence Life toward its mission and vision
- Perform other duties as assigned

Responsibilities could also include:

- Manage the leadership programming budgets
- Create and facilitate professional and personal development for both Resident Advisor staff and professional staff
- Instruct or co-instruct the Resident Advisor class
- Present or co-present sessions during student staff trainings (Resident Advisor, Community Assistant, Academic Peer Mentor, SMART, Student Desk Manager, and/or Desk Clerk)
- Represent the Office of Residence Life at recruitment and large admissions functions
- Support Bowling Green State University and Office of Residence Life initiatives

Office of Residence Life

Graduate SMART Coordinator

Position Summary: The Office of Residence Life's SMART (Students of Color Mentoring, Aiding, Retaining, and Teaching) Program is a mentoring program designed to ease the transition for and increase the retention of first year students of color living in the residence halls at BGSU. The Graduate SMART Coordinator is directly supervised by the Coordinator for Diversity and Retention. This staff person assists in providing supervision, leadership development, and support to the SMART Team Leaders and Mentors, as well as the oversight of the planning of programs and events for the SMART mentees.

Responsibilities: Typical areas of responsibility may include, but are not limited to, the following:

- Programming
 - Advise programming within the SMART Program's five priorities (Academic Success, Safety and Security, Inclusivity, Engagement, and Personal Growth)
 - Maintain and reconcile the budget and purchasing forms for the Team Leader programming
 - Attend student-led SMART programming events within SMART
 - Design, develop, and execute large scale and All-SMART programming events
 - Help plan the SMART end-of-the-year Mentee Recognition Banquet
 - Assist in the planning of the Taste of February program and student recruitment efforts
 - Plan, develop, and execute the "Mentee of the Month" and SMART Incentive Programs
 - Develop and implement a SMART programming Capstone Project (2nd Year)
- Supervision
 - Direct supervision and evaluation of 10-15 Mentors
 - Direct supervision and evaluation of 2 SMART Team Leaders
 - Indirect supervision of all SMART Program Staff
 - Follow up with SMART students who need additional assistance
- Administration
 - Assist in conducting weekly roundtable staff meetings with the SMART staff and monthly meetings with all SMART students
 - Assist in coordinating SMART Recruitment/Selection process during Spring Semesters
 - Maintain and update SMART Program listserves, databases, and matching lists
 - Monitor and update all SMART Program social media and websites
 - Review and compile all meeting and interaction reports, noting concerns
 - Meet weekly with Coordinator for Diversity and Retention and weekly with the Residence Education staff
 - Assist in developing and presenting training sessions for SMART Team Leaders, SMART Mentors, and Resident Advisors
- Participate in on-call duty rotation.
- Participate in committees within Residence Life to continue to move the Office of Residence Life toward its mission and vision
- Attend and participate in Residence Education staff training sessions and meetings
 - Assist colleagues on the Residence Education and Residence Life team
- Attend and participate in Residence Education staff selection sessions and meetings
 - Assist colleagues on the Residence Education and Residence Life team
- Support Bowling Green State University and Office of Residence Life initiatives
- Perform other duties as assigned.

Office of the Dean of Students Center for Leadership Intern

Office Description:

Vision Statement: The Center for Leadership aspires to graduate leaders who, by knowing themselves and through active engagement at BGSU, serve their community and the world in ethical ways that promote collaboration and social change.

Mission Statement: The Center for Leadership unites campus programs and services to teach students comprehensive leadership development. As students actively engage in leadership they will practice and demonstrate the skills, knowledge and attitudes required of ethical and life-long leaders.

Values: The Center for Leadership is guided by the principles of the Social Change Model of Leadership Development. This theory purports that leaders address root causes of social problems with the goal of making social change that impacts individuals and society. The Center for Leadership uses this philosophy to guide its programs and services by teaching the associated elements of self-awareness, congruent actions, committed behaviors, establishing common purpose, collaboration, addressing conflict in a civil manner, and building active citizenship.

Competencies: Leadership programming at Bowling Green State University seeks to develop the following competencies in student leaders.

▪ **Inclusion:**

○ Creating broad and safe environments that engage and support diversity.

▪ **Purpose:** Understanding personal and organizational values and establishing a sense of purpose that contributes to the development of others.

▪ **Integrity:** Acting in an ethical and legal manner that is harmonious with personal and organizational values.

▪ **Group Development:** The ability to manage and lead individuals in the establishment and execution of group goals.

▪ **Global Citizenship:** Versatility in leadership and communication style that is respectful of cultural context and implications.

Position Responsibilities

Student Staff:

- Assist with the hiring, training, supervision and evaluation of para-professional student staff members.
- Assist with the selection process for the student staff members.

- Conduct weekly staff meetings and one-on-one meetings.
- Assist student staff members with workshop development, organizational consultation, retreat planning and execution, and facilitation feedback.

Event Planning:

- Coordinate campus-wide leadership workshops including logistics planning.
- Solicit workshop presenters on various topics deemed necessary for semester.
- Serve as a facilitator for the annual Leadership Academy.
- Assist with planning and executing other departmental leadership events and experiences.
- Provide support to the Leadership Certificate Program.

Teaching & Curriculum Design:

- Develop comprehensive leadership workshops.
- Establishing developmental appropriate learning outcomes.
- Create experiential activities corresponding to various learning styles.
- Develop assessment instruments.

Advising:

- Provide organizational advising to a student organization housed in our department.
- Meet with executive board regularly.
- Attend general assembly meetings and organizational events.
- Assist with the planning and execution of recruitment and initiation.
- Facilitate the leadership development of members.

Assessment:

- Assist with departmental assessment activities.
- Evaluate assessment data and create corresponding reports.

Administrative Responsibilities:

- Participate in weekly departmental staff meetings, department retreats, and weekly one-on-one supervisory meetings.
- Attend Division of Student Affairs events and committee meetings as deemed necessary.
- Assist with programmatic efforts of the Sidney A. Ribeau President's Leadership Academy (PLA).
- Attend PLA Leadership Forums, PLA retreat and other departmental required events.
- Other duties as assigned.

Office of the Dean of Students

New Student Orientation Intern

Position Description: The graduate intern serving in this role oversees the recruitment, selection, training, and supervision of the three levels of New Student Orientation student staff. In addition, the graduate intern will have important responsibilities related to SOAR, Opening Weekend, and Fall Welcome.

Major Duties and Responsibilities:

- Coordinate the recruitment and selection of Orientation Team Leaders (OTLs), Orientation Leaders (OLs), and Opening Weekend Group Leaders (OWGLs).
 - Review and finalize the position descriptions.
 - Develop recruitment, marketing, and promotional plans and materials for each position.
 - Review and update application documents and online materials.
 - Coordinate the Group Interview process for OLs and OWGLs.
 - Oversee the Individual Interview process for OLs.
 - Facilitate the hiring process of 4-6 OTLs, 16-18 OLs, and 200 OWGLs.
- Coordinate the training and supervision of Orientation Team Leaders, Orientation Leaders, and Opening Weekend Group Leaders.
 - Revise and develop content and materials for the OTL Retreat and the O-Team (OTLs and OLs) Retreat
 - Update syllabi, create and evaluate learning activities, and facilitate *UNIV2010, Training in Orientation*, and *UNIV2020, Practicum in Orientation* for OLs and OTLs.
 - Work with various staff members and departments on campus to deliver training materials during UNIV2010 and UNIV2020.
 - Supervise the O-Team, fostering individual leadership skills and team-development.
 - Develop and coordinate a one-day spring training session for the OWGLs.
 - Communicate and share important information with the student staff as needed.
- Assist in the execution of orientation and early transition programs and services
 - Assist with the implementation of Opening Weekend, including the development of programs, and serving on the Opening Weekend Committee.
 - Assist with the implementation of Fall Welcome, including staffing events, promoting the programs, and coordinating the placement of student staff.
 - Develop, edit, and deliver *First Year Connections*, a bi-monthly HTML email for first-year students.
 - Participate in the execution of January SOAR for students new to BGSU in the spring semester.
- Assist with departmental evaluation and assessment activities.
 - Develop and edit various survey materials for various office initiatives.
 - Review and synthesize summary reports based off of information collected.
- Represent the department on various division and University-wide committees and events
 - Serve as a member of the Orientation Committee and Opening Weekend Committee available.
 - Promote office, department, events, and services at various events on and off campus such as Preview Days and other University outreach programs.
- Other duties as assigned.

Office of the Dean of Students

Student Conduct Program Intern

The Office of the Dean of Students Mission Statement: The Office of the Dean of Students at Bowling Green State University is committed to assisting each student in the achievement of success as a member of the University community. Timely information, opportunities for involvement, the role of parents, and creating an understanding of student rights and responsibilities are important components of a student's ability to succeed. The dedication and commitment to addressing these components is evident in all programs and services provided by the Office of the Dean of Students.

Student Conduct

VISION

Promoting justice, fairness, student development and success through care, education and the enforcement of student rights and responsibilities.

MISSION

The Bowling Green State University Student Conduct Program within the Office of the Dean of Students supports the University's mission of preparing students for lives of engaged citizenship and leadership in a global society through advocacy, education and accountability. Grounded in a student-centered approach, the Student Conduct Program encourages the holistic development of students through teaching while fostering a safe and inclusive campus community.

GOALS

1. To ensure fairness and justice through adjudication of student conduct in consideration of due process, federal and state laws and regulations, and campus policies and procedures.
2. To create sanctions that address student behavior while teaching students responsible citizenship skills.
3. To promote student success through proactive education that addresses student behavior within the community.
4. To contribute to the campus community through student advocacy, engagement and care.
5. Actively facilitate student development by helping students understand responsibility and decision-making.
6. To proactively work with students by connecting current behavior to future career and life implications.

Position Description: The Master's-level graduate intern in the Office of the Dean of Students is expected to provide 20 hours of service weekly in order to assist in the accomplishment of the goals of the department with specific focus in the area of Student Conduct Program. During peak times, additional hours may be required. The graduate intern is assigned specific responsibilities and is called upon to assist with meeting office objectives as needed.

Major Responsibilities Include:

- Assist the Assistant Deans of Students with all aspects of the Student Conduct Program.
- Develop full knowledge of the Student Conduct Program.
- Assist with the resolution of student conduct cases as assigned by the Assistant Deans.
- Perform administrative responsibilities associated with student conduct resolution.
- Assist with conducting ongoing assessment and evaluation of all Student Conduct programs.
- Assist with the coordination of formal resolution hearings at the residential and university level.
- Coordinate the student notification process from copyright complaints received by the University.
- Attend all staff meetings and trainings as well as serve as a representative of the Office of the Dean of Students on Division and University-wide committees as assigned.
- Assist in achieving Office of the Dean of Students initiatives and goals and assist with the day to day operations in the office suite.
- Assist with other Office of the Dean of Students projects as assigned.

Recreation and Wellness: Student Programming and Leadership Intern

Office Description: Recreation and Wellness inspires active and healthy lifestyles in BGSU students, faculty, staff, and community members through offering activities, services, facility rentals, and open recreational options provided through programs including; Fitness, Outdoor Program, Intramural Sports, Sport Clubs, Membership, Wellness Connection, Aquatics, Youth and Family, Golf, Employment, and Advertising.

Position Description:

The purpose of this position is to primarily assist in managing all aspects of employment for roughly 200 student employees annually and to administer the development of a comprehensive student development and leadership program for student employees, practicums, and interns. This individual also advises the Student Employee Board and co-leads the Student Employee Committee

Major Duties and Responsibilities:

- Administers the Student Development and Leadership (SDL) program – a practical training program that includes a philosophical orientation to the field of leadership through a series of workshops that offer hands-on educational experiences and prepare individuals for lifelong career and personal growth. Apply BGSU Division of Student Affairs priorities, student requests, and leadership theory to develop learning outcomes Develop, coordinate, market and assess 8 sessions annually Collaborate with on and off-campus presenters.
- Co-coordinate and serve on the Recreation and Wellness Student Employee Committee (SEC) Evaluate existing and create new policies as needed Coordinate hiring, discipline and implementation of departmental Student Employment Model Ensure consistent customer service and risk management standards implementation throughout department.
- Advise the Student Employee Board (SEB) Work with 10 – 12 student leaders to develop agendas and facilitate monthly and emergency meetings Conduct regular 1/1 meetings with each leader.

Coordinate committees within board to achieve monthly and annual awards and recognitions, fundraising, outreach, community service, and team building goals. Respond to workplace issues and administer discipline procedures

- Administer Rec Buck employee incentive program Acquire and audit prize donations and allocations Market program Document participation.
- Coordinate the Graduate Assistant Research Symposium.
- Attend professional and student staff meetings.
- Promote the mission of Recreation and Wellness.
- Perform any other duties as required by the professional staff.

Recreation & Wellness

Wellness Connection Intern

Position Description: The purpose of this position is to serve as a graduate advisor for the Student Wellness Network, coordinate and promote health and wellness events, train and supervise peer educators, assist with education classes and workshops, and promote the mission of the Department of Recreation and Wellness in action and in spirit.

Assigned Duties and Responsibilities:

- Recruit, coordinate, train, and supervise peer educators in presentations aimed at students.
- Coordinate and schedule peer education and requested health and wellness presentations for classes, residence halls, fraternities & sororities, etc.
- Serve as a graduate advisor for the student group, Student Wellness Network.
- Supervise student employees and interns.
- Coordinate and plan various wellness awareness events such as National Collegiate Alcohol Awareness Week.
- Coordinate Big Playground, which is an alcohol-free late-night alternative event sponsored by the Wellness Connection and other alcohol-free late-night alternative events as scheduled.
- Assist in teaching the peer education class (HHS 4400).
- Serve as a member of the Community of Care Coalition and help out with activities related to the coalition.
- Facilitate the alcohol education course (Perspectives) in collaboration with the Counseling Center. This is a three hour course that you will facilitate about three times throughout the semester. Hours vary for times the course is offered.
- Assist with the development, implementation, and evaluation of educational workshops for faculty, staff, graduate students, and student leaders.
- Opportunity to implement, collaborate on, and write grants. The Wellness Connection houses several grant projects and is always investigating more grant opportunities. The potential for grant writing exists within this position.
- Work with the Wellness Connection in creating new ideas to turn into workable projects (i.e., new publications, programs, and public relations campaigns).
- Work with other professionals involved with campus health promotion and education to aid in the coordination and collaboration of campus programs.
- Work to strengthen the ties between the Wellness Connection and other Student Affairs offices, faculty, and students.
- Work with student employees and interns on a variety of initiatives and tasks, including preparing for programs and managing peer education presentation kits.
- Assist staff with general day to day duties of the office. Attend all regularly scheduled office hours and staff meetings.
- Promote the philosophy of wellness both in spirit and action.
- Evening hours are needed to facilitate presentations and attend student group meetings. Some weekend hours will be needed for retreats, events, and other programs.
- Attend required Student Development and Leadership (SDL) activities.
- Attend professional and student staff meetings.
- Assist in evening supervision of the SRC in the absence of professional staff.
- Other duties as assigned.

Undergraduate Advising and Academic Services Intern, Thompson Working Families Scholarship

Position Description: The Thompson Scholars Graduate Assistant (GA) is a half-time (20 hours per week) College Student Personnel (CSP) position that supports the director in the day-to-day operations of the Thompson Scholarship for Working Class Families. The person in this position will have a lead role in coordinating programming and meeting with students in group and individual settings to help support students' academic success and community service involvement, leading to retention and graduation.

The GA must have strong interpersonal, organizational, and written communication skills. Prior experience in leadership, civic engagement/service learning, programming, and/or advising is preferred. Looking for a self-starter who has an interest in helping develop this newer scholarship program from the ground up.

Major Duties and Responsibilities:

- Assist in the coordination of the Thompson Family Scholarship, including programming and advising.
- Programming
 - Assist with planning and implementing scholarship program meetings and events, including Opening Weekend orientation program, group community service opportunities, etc.
- Advising/Coaching
 - Meet regularly with an assigned group of students to provide support and guidance.
- Maintain records, files, notes and reports on individual students using technology and data systems.
- Coordinate Scholarship Recipients' Donor letter submission process.
- Maintain communication plan/timeline related to programming, advising and donor communication.
- Attend one-on-ones with supervisor.
- Participate in department, division, and university wide committees as needed.
- Other duties as assigned.