

**UC San Diego Community Service (Center for Student Involvement)  
San Diego State University Graduate Internship/Assistantship Position Description**

**POSITION INFORMATION**

JOB TITLE	<u>Graduate Intern</u>
DEPARTMENT	<u>Community Service</u>
SUPERVISOR	<u>Director, Center for Student Involvement</u>
WORK DIRECTION	<u>Community Service Coordinator</u>

**CENTER FOR STUDENT INVOLVEMENT**

The Center for Student Involvement encourages and facilitates student involvement in student organizations, campus wide events, leadership and service opportunities.

The Center is in the process of expanding its community service offerings and is committed to providing developmental opportunities for all UCSD students and challenges them to become empowered, motivated and experienced leaders and citizens through a comprehensive co-curricular experience.

**COMMUNITY SERVICE**

- The Community Service program through the Center for Student Involvement aims to provide the UCSD Community with one-time, short-term and on-going service activities that builds community, fosters personal reflection and enhances global citizenship. Currently Community Service advises the following programs and initiatives:
- UCSD Cares: Weeklong event demonstrating how UCSD Cares about the community. Student organizations, campus units and community partners collaborate under the coordination of the Community Service Coordinator. Future plans include developing a student leadership program focused on building professional skills and enhancing citizenship through coordinating this event.
- AS Volunteer Connections: Student leadership opportunity to coordinate service projects, collaborate with community partners, provide civic engagement experiences and assist students in determining the best service experience for their individual interests and goals.
- Community Law Project: provides opportunities for education and training, personal and professional development, and community outreach and service by gaining valuable experience while learning about the legal and public policy needs of disadvantaged and underrepresented communities in San Diego County. Assisting in implementation of Students in Service Educational Awards.
- Youth Success and Outreach Program: UC San Diego students become yearlong group mentors to 12-to-17-year-old foster care children in San Diego County to gain valuable exposure to the foster youth, family law, and social services system.
- JusticeCorps: program designed to provide legal information to self-represented litigants to assist them with filling out court paperwork related to family law and civil matters.
- Health Corps at UCSD: Student-led yearlong program that delivers meaningful community service focusing on the health services sector for the benefit of those hardest hit by the California economic downturn.
- Alternative Breaks @ UCSD: Student-led yearlong program combining service, travel and reflection to foster global citizenship and cross-cultural awareness.

- Community Service program development: This is a four phase initiative to provide guidance in the strategic planning of the Community Service Program. We are currently in phase one.
- Coordinate a survey for students, faculty and administrators to better understand what community service activities are taking place across campus.
- Facilitate focus groups with students, faculty and administrators to better understand what community service activities are taking place across campus.
- Analyze the results in collaboration with a strategic planning committee.
- Develop a strategic plan that reflects the strategic plan of the university.

### **EDUCATIONAL OBJECTIVES**

The Graduate Intern, under direct supervision of the Community Service Coordinator will assist in enhancing student leadership development. The length of time of this appointment will be determined by the Graduate Intern and the Community Service Coordinator. The Graduate Intern will be evaluated at least once during the appointment for the purpose of providing him or her with feedback on observed growth and learning. There may be more than one evaluation depending on the length of the appointment. The Graduate Intern will have the opportunity to develop the following leadership skills: leadership program development, interpersonal skills, communication skills, facilitation skills and event planning skills.

### **DUTIES AND RESPONSIBILITIES**

- Assist the Community Service Coordinator with development, implementation, and evaluation of new community service initiatives.
- Assist the Community Service Coordinator with the development, implementation and evaluation of UCSD Cares student leadership initiative.
- Assist the Community Service Coordinator with advising student organizations.
- Assist the Community Service Coordinator with the Community Service strategic planning process.
- Assist the Community Service Coordinator with applying for grants along with awards and recognition for National/International Agencies.
- Other duties as assigned and/or decided by both the Graduate Intern and the Community Service Coordinator.

### **LEARNING OUTCOMES & ARTIFACTS**

Will be determined by the Community Service Coordinator and the Graduate Intern.

### **REQUIREMENTS**

- Must have a 3.00 cumulative GPA for graduate courses during employment.
- Must be enrolled in at least 6 units in a student personnel or related program at San Diego State University during the academic year.
- Must be detail oriented, organized, dependable
- Must have strong, verbal and written communication
- Must have experience with program development and assessing student learning outcomes
- Must have the ability to interact with diverse populations
- Must have some knowledge of program evaluation, data systems, and analysis.

## **KNOWLEDGE AND SKILLS NEEDED**

- Ability to work in a team environment and independently.
- Strong initiative and high levels of creativity.
- Strong organizational and programming skills, with attention to details.
- Ability to reason logically, draw valid conclusions and make appropriate recommendations.
- Skills in working with diverse student populations.
- Strong written and oral communication skills
- Familiarity with word processing programs.

## **BENEFITS**

- Experience in student affairs programming and leadership.
- Familiarity with campus resources, faculty, staff, and administrators.
- Experience in evaluating student learning outcomes
- Professional mentoring relationships with student affairs and academic staff.
- Opportunity for personal growth and development.
- Rewards of making a positive impact on community service programs and services

## **Contact Information**

Ryan Crawford

Center for Student Involvement

Student Organization Advisor and Community Service Coordinator

University of California, San Diego MCO078 Price Center EAST, Level 3

858-822-4762 office 858-534-4482 fax