



## **Associated Students of Sonoma State University**

### **AS Post Grad Intern**

The AS Post Grad Intern, under the direction of the AS Executive Director, works with students and staff in a variety of settings including, but not limited to, community service and volunteerism, programs and events, leadership, student government, student organizations, and student life. The intern is an employee of the Associated Students of Sonoma State University (AS), the university student government and a student run auxiliary corporation. The AS is a \$2.3 million auxiliary corporation that is charged with providing student voice and a variety of co-curricular elements, including community service and volunteerism activities, campus programming, leadership development and student support services. The intern provides support to one of the core student led programs of the corporation. In collaboration with the Coordinator of the program, the intern helps support leaders of the program to achieve their mission, support the coordinator, and plan and promote activities consistent with the program. In all capacities, the intern works collaboratively with the other staff to coordinate and implement a comprehensive, purposeful set of educational programs.

Major duties of the position include, but are not limited to, the following:

#### Essential Job Functions:

- Promote the mission of the Associated Students and the University.
- Foster an atmosphere for student learning, development and autonomy.
- Assist student leaders in the creation, planning, coordination, and implementation of programs and events, service opportunities, basic needs and/or student government activities.
- Assist in the planning, preparation and presentation of training(s), retreats and in-services for student leaders.
- Work directly with SSU chartered student organizations offering assistance and guidance in organizational and program development and other club related issues as they arise.
- In conjunction with the AS Professional staff and other interns, ensure proper professional staffing and support is provided to student director & coordinators at all AS sponsored events.
- Assist the coordinator with the program's assessment and planning activities that will enhance programs and services as well as measure educational efficacy and outcome attainment.
- Provide support to AS administrative functions such as financial audits, administrative audits, strategic initiatives and planning and budget planning and development.
- Work with other AS programs, other than intern's primary assignment.

#### Campus Co-Curriculum

- Support the co-curricular learning-centered programming efforts at the university.

#### Other duties:

- Serve as a member of the AS Professional Staff group.
- Coordinate or help facilitate University special events and/or projects.
- Perform other related duties as assigned by the AS Executive Director.

Duties take place primarily in an office setting located at Sonoma State University, however may include working indoors and outdoors when necessary to support the department. This position is an hourly employee working a 40 hour/week average schedule. Your specific start time is determined by your Appropriate Administrator. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. The incumbent must maintain regular and acceptable attendance, as is determined by the Appropriate Administrator. The incumbent must be able to work some night and weekend hours with overnight stays.

This position is a one-year internship appointment for a recent graduate of Sonoma State University with a future interest in campus programming and events, service and volunteerism, basic needs services, and/or student and university governance.

**Minimum Qualifications:** This position requires the following:

- Graduation from Sonoma State University.
- Intermediate computer proficiency with MS office, database programs, internet and email.
- Demonstrated undergraduate leadership in campus programming and events, service and volunteerism, basic needs services, and/or student governance.
- Ability to secure a full working knowledge of practices and procedures of a university auxiliary and a public university.
- Ability to work collaboratively and maintain effective working relationships with a wide range of students, faculty, staff and the public.
- Knowledge of and experience working with planning, producing, and marketing successful service & volunteer activities, programs and events, and student government activities at Sonoma State University.
- Experience in working with community and campus partners.
- Experience working with students, student leaders, campus service organizations, campus programming groups and/or student government programs at Sonoma State.
- Knowledge and experience in marketing and outreach strategies for a college population.
- Knowledge and experience in principles, practices and trends in the training and preparation of student leaders, student employees and campus clubs and organizations, both as individuals and in groups.
- Knowledge and experience in the booking, production and promotion of large public student events.
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- Ability to analyze complex situations accurately and adopt corrective courses of action.
- Ability to recognize multicultural, multisexed, multi-ability and multi-aged value systems and work accordingly.
- Demonstrated excellence in oral and written communication, as well as making verbal and written presentations.
- Ability to set and follow boundaries in working closely with students and student groups.
- Ability to interpret and apply program rules and regulations.
- Ability to be flexible in a rapidly changing environment where constructive feedback from others and working with multiple ideas and approaches is encouraged.

Must have the ability to effectively communicate with all levels within the auxiliary and the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations.

**Salary and Benefits:** Starting salary placement depends on qualifications, experience and salary budget, and will not exceed \$2,946 a month.

#### **Application Deadline**

This position is open until filled. For full consideration, please submit a cover letter and curriculum vitae or resume to [hr@sonoma.edu](mailto:hr@sonoma.edu), by 8 am on Tuesday, May 11.

Materials submitted with your application will not be returned. The ADA Coordinator is available, at 707/664-2664, to assist individuals with disabilities in need of accommodation during the hiring process. Visit [Employment at Associated Students](#) for more information.