2016-2017 Dean's Intern Job Description

There are many benefits to being a Dean's Intern, including facilitating your own personal and professional growth, improving your marketable skills, and preparing for life outside of UCSD. TMC Dean's Interns have the opportunity to be involved in many aspects of Student Affairs programs/events/projects that occur throughout the academic year under the direct supervision of the Coordinator of Student Activities. This includes developing, planning, implementing, and evaluating the programs/events/projects for which you are responsible (examples of which are listed below). All interns share responsibility for administrative tasks that keep the office running smoothly in order to facilitate a professional environment. Candidates must be good team players, know how to prioritize tasks, manage time well, and, most importantly, be willing to learn. The Dean's Intern position term is September 22, 2016, through June 9, 2017.

Dean's Intern(s) are expected to:

- Assist with the planning, implementation, and evaluation of TMC special projects and events
- Assist with the coordination of workshops, speakers, and activities for Thurgood Marshall College leadership programs
- Develop literature for social media and Marshall Memos (weekly E-Newsletter)
- Be an active member of the Leadership Committee for Cultural Celebration (LC3) and be able to volunteer on the day of Cultural Celebration
- Serve as a resource to the TMC commuter and/or transfer population
- Work with various departments and offices on behalf of the College
- Contact vendors, entertainers, presenters, and volunteers by phone and/or written correspondence
- Recruit members and develop programs for the TMC Mentor and Outreach programs
- Engage fully in Dean's Interns formal leadership training and development
- Develop and promote publicity for college events
- Provide administrative support to staff as needed

Qualifications:

- Willingness to work flexible hours and occasional weekends
- Commitment to the TMC mission and the ability to work effectively as a team
- Well-developed organizational skills with strong attention to detail
- Self-starter with a strong desire to learn
- Effective communication and interpersonal skills among staff, faculty, and other students

Training Provided:

- When hired you will be asked to complete an online workshop (http://setp.ucsd.edu/)
- Group training and leadership development workshops each quarter
- Cash Handling
- Cart Training

Please return your application & résumé to the front desk in the TMC Student Affairs Office by Monday, March 7th, 2016 @ 4PM

*** Group interviews will be held on March 10th @ 2PM. We will email you more information. ***
Available to work at least 5-7 hours a week: □ Yes □ No

Name: ______________________________ PID #: __________________

E-Mail: ____________________________@ucsd.edu Phone: __________________________

Class Level: __________________ College: __________________ Transfer Student? Y N
Commuter Student? Y N

Are you eligible for work-study? Yes No *paid positions require work-study eligible student

Upon hire, will you be able to provide proof of eligibility to work in the US? (for paid positions only) Y N

Do you hold a visa that authorizes you to work in the US? If yes, what type? __________________________

Using only the space provided below, please describe what interests you about this position, what you hope to gain from the internship, and how you see yourself contributing to the student life experience.

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I am interested in a specific internship role as: (check any you feel apply, or leave blank)
□ Each One Reach One Mentorship Coordinator (past participation in EORO req.)
□ Ourstorian (Must have Photography & Social Media experience)
□ Special Events Intern (Marshall Week, Family Weekend Picnic, etc...)
□ Org Liaison (manage org meeting times, help with org publicity, assist with org planning, etc.)
□ Commuter Intern (provides programming for commuters & oversees Commuter Lounge)

*For Graphic Design Intern, please see attachment below* - due March 14

Please list two references

1. First and Last Name: ____________________________ Relationship: ____________________________

   Phone Number and/or Email Address: ______________________________________________________

2. First and Last Name: ____________________________ Relationship: ____________________________

   Phone Number and/or Email Address: ______________________________________________________

Applicants must meet the following requirements:

* Basic understanding of campus facilities and resources
* Good communication and interpersonal skills
* Commitment to the Thurgood Marshall College mission and core values
* Work-study student (preferred for paid position)

I certify that I have read and understand the attached job description and requirements and all information given as part of this application is complete and correct. I also permit the release of all academic and disciplinary records to the selection committee:

Applicant Signature: ____________________________ Date: __________________

*** If you have any questions, please e-mail c8lewis@ucsd.edu ***

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Graphic Design Intern Application- due 3/14/16

Graphic Design Dean’s Intern are expected to assist in the following areas (in addition to the qualifications listed above:

- Have some knowledge of graphic design programs such as Adobe Illustrator or Photoshop, and/or willingness to learn.
- Create visually appealing graphics for highlights and featured events in Marshall Memos
- Communicate with other members of Marshall College, including staff and interns, to design and create posters/flyers for Marshall College events
- Maintain and develop various publicity for college events

**Along with the application above, please submit a sample of a poster you have designed by March 14, 2016**