

The University of Texas at El Paso
Student Development Center

**Submit entire application to the Student Development Center
106 Union West by
Friday, March 28th no later 5 P.M.**

Application for Student Internship

Directions: Complete this application and submit with a résumé and one letter of reference. This reference should not be a friend or relative. **Type or use black ink only.** For assistance in completing this application visit the Student Development Center located in 106 Union West.

TELL US ABOUT YOURSELF

Name _____		
<i>Last</i>	<i>First</i>	<i>Middle Initial</i>
Current Address _____		
<i>Street</i>		

<i>City</i>	<i>State</i>	<i>Zip</i>
Home Phone _____	Cell Phone _____	
Email Address _____		
Cumulative GPA* _____	Expected Graduation Date _____	
Classification (circle one): Freshman Sophomore Junior Senior		

***Note to applicant:**

The Student Development Center believes that high academic and ethical standards are essential to be an effective student leader. The SDC requires that all interns maintain a cumulative GPA of 2.5 and be in good standing with the University. By signing below, you are authorizing the Director and Coordinators to view your University Records. Please be assured that this information will be held in the strictest confidence, and your personal information will only be viewed or disseminated to the Director of the Student Development Center.

Signature: _____

Student ID: _____

INTERNSHIP POSITIONS

Indicate your interest in the following student internships using a scale of 1-6 with 1 being "Most Interested" and 6 being "Least Interested."

- | | |
|--|--|
| <input type="checkbox"/> Marketing/Graphic Design | <input type="checkbox"/> Campus Activities Board |
| <input type="checkbox"/> Women's Resource Center/Diversity | <input type="checkbox"/> Greek Life |
| <input type="checkbox"/> Special Projects | <input type="checkbox"/> Leadership |

CHAIR POSITIONS

Indicate your interest in the following student chairs using a scale of 1-7 with 1 being "Most Interested" and 7 being "Least Interested."

- Campus Activities Board Community Outreach
- Campus Activities Board Diversity
- Campus Activities Board Health
- Campus Activities Board Special Events
- Student Organization Advisory Board Educational Leadership
- Student Organization Advisory Board Involvement

Tell us about your SCHEDULE

I. Are you or do you plan to become employed next fall*? Yes No
 *(Please include on and off campus positions)

If yes, indicate the number of hours you work or plan to work per week: _____

II. Do you plan to continue employment during Spring 2009? Yes No

If yes, indicate the number of work hours _____

III. Number of credit hours you intend to register for Fall: _____ Spring: _____

SHORT ANSWER

TYPE the answers to each question on a separate sheet of paper. Each response should be under 250 words.

1. How would you promote involvement at UTEP?
2. In your opinion, why is it important for UTEP to have an SDC and WRC?
3. If you could provide any program for the University, what would it be and how would it impact students/campus?
4. Explain what working in the SDC/ WRC environment will mean to you? What qualities do you have to attribute?
5. What do you hope to gain from this internship?
6. What interview date/time is most convenient for you?
 Mon. 4/7, 12-3 p.m. Tues. 4/8, 3-5 p.m. Wed. 4/9, 2-5pm

Please read carefully: I understand that by signing I am confirming this application to be complete and accurate to the best of my knowledge. I understand that incomplete applications will not be accepted. If information is found to be deliberately falsified, my application will be automatically disqualified from consideration. In addition, by signing, I am acknowledging that I meet all requirements contained for an internship position with the SDC that are given to me with the application cover page. I will notify the SDC Director immediately should I wish to withdraw my application from consideration.

Print Name: _____ Signature: _____ Date: _____

OFFICE USE ONLY	OFFICE USE ONLY SELECTION COMMITTEE USE BELOW
Date Submitted: _____ Signed Twice? _____ Reference Letter Submitted? _____	Interview Requested? ____ Yes ____ No If yes, Date: _____ Time: _____ Place: _____
GPA Requirements: ____ Satisfied ____ Unsatisfactory	Decision of Committee: _____ Date: _____ Letter sent on: _____

Student Development Center, University of Texas at El Paso
 Special Events Chair – Campus Activities Board
 Compensation: \$500 for the semester

Submit Application, Letter of Reference, and Resume by **March 28, 2008:**

Dr. Edith Fernández, Director, Student Development Center, 106 Union West, El Paso, Texas 79968

Job Description

A paraprofessional position within the Student Development Center designed to provide a professional experience in the field of Student Affairs in a higher education institution. Specifically, this position focuses on co-management of all CAB Special Events. This position reports to and is supervised by a Coordinator of the Student Development Center.

Job Criteria/Requirements include:

1. Be at least a 2nd semester freshman.
2. Demonstrate past leadership skills including communication skills, project management, initiative, organization, flexibility, and community service.
3. Knowledge, participation, and/or interest in campus activities.
4. Maintain office hours, 5 hours per week.
5. Maintain at least a 2.5 cumulative GPA.
6. Ability to work in teams as well as independently; as necessary.
7. Be a self-starter.

Specific Duties for Campus Activities Board Director:

1. Work with SDC Coordinator and Intern on Special Events.
2. Search for possible entertainers both national and local.
3. Update, publish, and distribute Campus Activities Board Special Events literature.
4. Hold Special Events Committee Meetings.
5. Attend General CAB meetings every other week.
6. Attend weekly CAB Executive meeting.
7. Support other CAB Chairs
8. Assist with recruitment and retention of CAB members.

General duties and requirements of all SDC/WRC Student Staff:

1. Rotation through different areas of programming, facilitating skills development in all aspects of the Student Development Center and the Women's Resource Center.
2. Develop an action plan for your specific area in conjunction with your supervisor. This is to include programs you lead or participate in and large scale initiatives that you are in charge of. The plan shall include program outline, goals for programs, and the definition of success for these programs.
3. Attend Intern Training.
4. Assist with the publicity and promotion of all SDC/WRC Programs.
5. Attend staff retreats as assigned.
6. Assist in the maintenance of the CAB Office.
7. Complete other duties as assigned.

Student Development Center, University of Texas at El Paso
 Student Intern- Special Projects
 Compensation: \$6.55 an hour, up to 19 hours a week

Submit Application, Letter of Reference, and Resume by **March 28, 2008:**
 Dr. Edith Fernández, Director, Student Development Center, 106 Union West, El Paso, Texas 79968

Job Description

This is a paraprofessional position within the Student Development Center. It is designed to provide a professional experience in the field of Student Affairs in a higher education institution. Specifically, this position focuses on assisting the Director research and develop cutting edge programs/initiatives for UTEP's diverse student body. This position reports to and is supervised by the Director of the Student Development Center.

Job Criteria/Requirements include:

1. Be at least a 2nd semester freshman.
2. Demonstrate past leadership skills including communication skills, presentation/public speaking skills, project management, initiative, organization, flexibility, and community service.
3. Knowledge, participation, and/or interest in leadership and campus activities.
4. Maintain office hours, 19 hours per week.
5. Maintain at least a 2.5 cumulative GPA.
6. Working in teams as well as independently; as necessary.
7. Be a self-starter.

Specific Duties for Intern

1. Work with the members of the various committees to develop, facilitate, and organize all facets of any emerging programs/initiatives.
2. Conduct focus groups and work closely with student clubs and organizations to assess student's programming needs
3. Assist in the coordination of Mine Tracker; a curriculum and co-curricular transcript.
4. Assist with logistics such as coordination of meetings, campus reservations, and correspondence to campus affiliates.
5. Create and maintain accurate and appropriate files for event planning.
6. Research all aspects of student involvement and leadership to include historical, empirical and current opinions.

General duties and requirements:

1. Rotation through different areas of programming, facilitating skills development in all aspects of the Student Development Center and the Women's Resource Center.
2. Attend all committee and staff meetings.
3. Assist with the publicity and promotion of all SDC/WRC Programs.
4. Assist in the maintenance of the Student Development Center.
5. Complete other duties as assigned.

Student Development Center, University of Texas at El Paso
 Educational Leadership-Student Organization Advisory Board
 10-month appointment, June 1st to March 31st
 Compensation: Service Award, \$500 semester per semester stipend

Submit Application, Letter of Reference, and Resume by March 28, 2008:

Dr. Edith Fernández, Director, Student Development Center, 106 Union West, El Paso, Texas 79968

Position Description

This position within the Student Development Center is designed to provide a professional experience in the field of Student Affairs in a higher education institution. Specifically, this position focuses on co-management of all Student Organization Advisory Board (SOAB) programs and events. This position reports to and is supervised by a Coordinator of the Student Development Center.

Job Criteria/Requirements include:

1. Be at least a 2nd semester freshman.
2. Ability to commit to a 10 month appointment, without plans to graduate any time during the appointment.
3. Maintain office hours, 12 to 15 hours per week.
4. Maintain at least a 2.5 cumulative GPA.
5. Demonstrate leadership skills including communication skills, project management, initiative, organization, flexibility, and community service.
6. Knowledge, participation, and/or interest in campus activities.
7. Attend staff meetings.
8. Committee to oversee the planning, execution and evaluation of two major SOAB programs a semester.
9. Working in teams as well as independently; as necessary.
10. Be a self-starter.
11. Be able to work during the summer.

Specific Duties for Student Organizations Advisory Board Director

1. Serve as a SOAB Director in one of the following areas: Education & Risk Management or Involvement & Leadership
2. Development of an action plan for your specific area in conjunction with your supervisor. The plan shall include program outline, goals for programs, and the definition of success for these programs.
3. Establish professional community and campus based contacts.
4. Assist with the development of and execution of large scale events (e.g., Homecoming, Student Club & Organization Orientations, Five Star Program, Student Organization Involvement Fairs, Welcome Back, Spring Welcome, New Student Orientation, Fall & Spring Leadership Conferences)
5. Assist in the recruitment and retention of SOAB members.
6. Secure sponsorship for Miner Guide production.
7. Maintain up-to-date information in the SOAB display window and SDC website.
8. Update, publish, and distribute SOAB literature.
9. Assist with campus reservations and correspondence related to event planning. Work closely with entities such as Facilities, Union Services, Don Haskins Center and other UTEP affiliates.
10. Create and maintain accurate and appropriate files for each of these major events.
11. Support and participate in other SDC Programs.

General duties and requirements:

1. Rotation through different areas of programming, facilitating skills development in all aspects of the Student Development Center and the Women's Resource Center.
2. Attend all committee and staff meetings.
3. Assist with the publicity and promotion of all SDC/WRC Programs.
4. Assist in the maintenance of the Student Development Center.
5. Complete other duties as assigned.

Student Development Center, University of Texas at El Paso
Health Chair – Campus Activities Board
Compensation: \$500 for the semester

Submit Application, Letter of Reference, and Resume by **March 28, 2008:**

Dr. Edith Fernández, Director, Student Development Center, 106 Union West, El Paso, Texas 79968

Job Description

A paraprofessional position within the Student Development Center designed to provide a professional experience in the field of Student Affairs in a higher education institution. Specifically, this position focuses on co- management of all CAB Health Awareness Programs. This position reports to and is supervised by a Coordinator of the Student Development Center.

Job Criteria/Requirements include:

1. Be at least a 2nd semester freshman.
2. Demonstrate past leadership skills including communication skills, project management, initiative, organization, flexibility, and community service.
3. Knowledge, participation, and/or interest in campus activities.
4. Maintain office hours, 5 hours per week.
5. Maintain at least a 2.5 cumulative GPA.
6. Ability to work in teams as well as independently; as necessary.
7. Be a self-starter.

Specific Duties for Campus Activities Board Director:

1. Work with SDC Coordinator and Intern on various events aimed at promoting healthy lifestyle choices.
2. Educate self and others about health issues that can affect students including but not limited to, breast cancer, alcohol consumption, and safe sex.
3. Update, publish, and distribute Campus Activities Board Health Awareness literature.
4. Hold Health Committee Meetings.
5. Attend General CAB meetings every other week.
6. Attend weekly CAB Executive Meeting.
7. Support other CAB Chairs
8. Assist with recruitment and retention of CAB members.

General duties and requirements of all SDC/WRC Student Staff:

1. Rotate through different areas of programming, facilitate skills development in all aspects of the Student Development Center and the Women's Resource Center.
2. Develop an action plan for your specific area in conjunction with your supervisor. This is to include programs you lead or participate in and large scale initiatives that you are in charge of. The plan shall include program outline, goals for programs, and the definition of success for these programs.
3. Attend Intern Training.
4. Assist with the publicity and promotion of all SDC/WRC Programs.
5. Attend staff retreats as assigned.
6. Assist in the maintenance of the CAB Office.
7. Complete other duties as assigned.

Student Development Center, University of Texas at El Paso
Diversity Chair – Campus Activities Board
Compensation: \$500 for the semester

Submit Application, Letter of Reference, and Resume by **March 28, 2008:**
Dr. Edith Fernández, Director, Student Development Center, 106 Union West, El Paso, Texas 79968

Job Description

A paraprofessional position within the Student Development Center designed to provide a professional experience in the field of Student Affairs in a higher education institution. Specifically, this position focuses on co- management of all CAB Diversity Programs. This position reports to and is supervised by a Coordinator of the Student Development Center.

Job Criteria/Requirements include:

1. Be at least a 2nd semester freshman.
2. Demonstrate past leadership skills including communication skills, project management, initiative, organization, flexibility, and community service.
3. Knowledge, participation, and/or interest in campus activities.
4. Maintain office hours, 5 hours per week.
5. Maintain at least a 2.5 cumulative GPA.
6. Ability to work in teams as well as independently; as necessary.
7. Be a self-starter.

Specific Duties for Campus Activities Board Director:

1. Work with SDC Coordinator and Intern on Diversity Events.
2. Update, publish, and distribute Campus Activities Board Multicultural and Diversity literature.
3. Hold Diversity Committee Meetings.
4. Attend General CAB meetings every other week.
5. Attend weekly CAB Executive Meeting.
6. Work closely with other CAB Chairs and help with their events.
7. Assist with recruitment and retention of CAB members.

General duties and requirements of all SDC/WRC Student Staff:

1. Rotation through different areas of programming, facilitating skills development in all aspects of the Student Development Center and the Women's Resource Center.
2. Develop an action plan for your specific area in conjunction with your supervisor. This is to include programs you lead or participate in and large scale initiatives that you are in charge of. The plan shall include program outline, goals for programs, and the definition of success for these programs.
3. Attend Intern Training.
4. Assist with the publicity and promotion of all SDC/WRC Programs.
5. Attend staff retreats as assigned.
6. Assist in the maintenance of the CAB Office.
7. Complete other duties as assigned

Student Development Center, University of Texas at El Paso
 Community Outreach Chair – Campus Activities Board
 Compensation: \$500 for the semester

Submit Application, Letter of Reference, and Resume by **March 28, 2008:**
 Dr. Edith Fernández, Director, Student Development Center, 106 Union West, El Paso, Texas 79968

Job Description

A paraprofessional position within the Student Development Center designed to provide a professional experience in the field of Student Affairs in a higher education institution. Specifically, this position focuses on co- management of all CAB Community Outreach Programs. This position reports to and is supervised by a Coordinator of the Student Development Center.

Job Criteria/Requirements include:

1. Be at least a 2nd semester freshman.
2. Demonstrate past leadership skills including communication skills, project management, initiative, organization, flexibility, and community service.
3. Knowledge, participation, and/or interest in campus activities.
4. Maintain office hours, 5 hours per week.
5. Maintain at least a 2.5 cumulative GPA.
6. Ability to work in teams as well as independently; as necessary.
7. Be a self-starter.

Specific Duties for Campus Activities Board Chair:

1. Work with SDC Coordinator and Intern on events outside of the UTEP campus.
2. Update, publish, and distribute Campus Activities Board Community Outreach literature.
3. Search for possible community service projects and El Paso area activities that UTEP students can participate in.
4. Hold Community Outreach Committee Meetings.
5. Attend General CAB meetings every other week.
6. Attend weekly CAB Executive Meeting.
7. Support other CAB Chairs
8. Assist with recruitment and retention of CAB members.

General duties and requirements of all SDC/WRC Student Staff:

1. Rotation through different areas of programming, facilitating skills development in all aspects of the Student Development Center and the Women's Resource Center.
2. Develop an action plan for your specific area in conjunction with your supervisor. This is to include programs you lead or participate in and large scale initiatives that you are in charge of. The plan shall include program outline, goals for programs, and the definition of success for these programs.
3. Attend Intern Training.
4. Assist with the publicity and promotion of all SDC/WRC Programs.
5. Attend staff retreats as assigned.
6. Assist in the maintenance of the CAB Office.
7. Complete other duties as assign

Student Development Center, University of Texas at El Paso
 Student Intern – Campus Activities Board (CAB)
 Compensation: \$6.55 an hour, up to 19 hours a week

Submit Application, Letter of Reference, and Resume by **March 28, 2008:**

Dr. Edith Fernández, Director, Student Development Center, 106 Union West, El Paso, Texas 79968

Job Description

This is a paraprofessional position within the Student Development Center. It is designed to provide a professional experience in the field of Student Affairs in a higher education institution. Specifically, this position focuses on co-management of all Campus Activity Board programs and events. This position reports to and is supervised by a Coordinator of the Student Development Center.

Job Criteria/Requirements include:

1. Be at least a 2nd semester freshman.
2. Demonstrate past leadership skills including communication skills, project management, initiative, organization, flexibility, and community service.
3. Knowledge, participation, and/or interest in campus activities.
4. Ability to commit to a one-year internship experience, without plans to graduate any time during the appointment.
5. Maintain office hours, 19 hours per week.
6. Maintain at least a 2.5 cumulative GPA.
7. Ability to work in teams as well as independently; as necessary.
8. Be a self-starter.

Specific Duties for Campus Activities Board Intern

1. Serve as the CAB liaison for major campus events such as Minerpalooza, Homecoming, and other special projects.
2. Plan and run all CAB chair and General Meetings
3. Co-Chair Minerpalooza and Homecoming committees along with the corresponding Coordinator in the Student Development Center.
4. Create and maintain accurate and appropriate files for each CAB event.
5. Work with CAB chair, organization leaders, and UTEP faculty and staff to develop, coordinate, facilitate, and organize all CAB programs and events.
6. Assist with the development of marketing and recruitment plans for CAB along with the corresponding CAB chairs.
7. Work along side SDC Coordinators to produce, execute, and maintain contracts with vendors, entertainment, etc.
8. Conduct ALL program evaluations and assessment as required.
9. Provide updated information (current events, updates, resources) to the marketing intern as it relates to Campus Activities.
10. Maintain up-to-date information in the Union East display, the SDC lobby, the CAB rolling billboard, the CAB listserv, CAB MySpace, CAB Facebook, and the UTEP CAB website.
11. Update, publish, and distribute Campus Activities Board literature.
12. Assist with campus reservations and correspondence including thank-yous, holiday cards, and letters for participation to campus affiliates in order to maintain positive relations with faculty, staff, and administration.
13. Serve as the CAB liaison in the Student Organization Advisory Board.

General duties and requirements of all SDC/WRC Student Interns:

1. Rotation through different areas of programming, facilitating skills development in all aspects of the Student Development Center and the Women's Resource Center.
2. Development of an action plan for your specific area in conjunction with your supervisor. This is to include programs you lead or participate in and large scale initiatives that you are in charge of. The plan shall include program outline, goals for programs, and the definition of success for these programs.
3. Read and prepare a review of scholarly research various times during the year.
4. Attend all bi-weekly staff meetings.
5. Attend Intern Training.
6. Assist with the publicity and promotion of all SDC/WRC Programs.
7. Attend staff retreats as assigned.
8. Assist in the maintenance of the Student Intern Office.
9. Complete other duties as assigned.

Student Development Center, University of Texas at El Paso
Student Intern-Greek Life
Compensation: \$6.55 an hour, up to 19 hours a week

Submit Application, Letter of Reference, and Resume by March 28, 2008:
Dr. Edith Fernández, Director, Student Development Center, 106 Union West, El Paso, Texas
79968

Job Description

This is a paraprofessional position designed to provide experience in the field of Student Affairs and Leadership; concentrating in Greek Life. This position has a focus on leadership development within the Greek System, registration and eligibility of Greek Organizations, coordination of major Greek events such as Greek Week, educational programming, creation and distribution of Greek Life literature; a global perspective of the inner-workings of Greek Life. This position reports to and is supervised by a Coordinator of the Student Development Center.

Job Criteria/Requirements include:

1. Be at least a 2nd semester freshman.
2. Demonstrate past leadership skills including communication skills, project management, initiative, organization, flexibility, and community service.
3. Knowledge, participation, and/or interest in Greek Life.
4. Ability to commit to a one-year internship experience, without plans to graduate any time during the appointment.
5. Maintain office hours, 19 hours per week.
6. Maintain at least a 2.5 cumulative GPA.
7. Working in teams as well as independently; as necessary.
8. Be a self-starter.

Specific Duties for the Greek Life Intern:

1. Sponsor major Greek Events each semester including, but not limited to: New Member Presentation, Homecoming Events, Greek Week, All Greek Formal, Major Speakers, Greek Leadership Institute, Greek 101 (Greek Orientation), and others as needed.
2. Maintain and update accurate Greek Chapter and Council files/binders. This entails organization status, rosters, officers, incoming mail, and any changes/updates.
3. Track, maintain, and update Greek Life listserv, Grade Release Forms, De-pledging Forms, Affiliation Forms, Initiation Lists, and any other lists as designated by the SDC Coordinator.
4. Assist with campus reservations and correspondence.
5. Update, publish, and distribute Greek Literature regarding Greek Life, Recruitment Manuals, Recruitment Information Forms, and President's Manuals.
6. Provide updated information (current events, updates, resources) to the marketing/web intern as it relates to Greek Life
7. Maintain the utmost confidentiality concerning chapter files and documents.
8. Co-Chair Greek Life Task Force along with Coordinator.
9. Coordinate/Conduct Greek Roundtables monthly/bi-monthly-as needed.
10. Create and asses a "Plan of Action" for the assigned area.

General duties and requirements of all SDC/WRC Student Interns:

1. Rotation through different areas of programming, facilitating skills development in all aspects of the Student Development Center and the Women's Resource Center.
2. Read and prepare a review of scholarly research various times during the year.
3. Attend all bi-weekly staff meetings.
4. Attend Intern Training.
5. Assist with the publicity and promotion of all SDC/WRC Programs.
6. Attend staff retreats as assigned.
7. Assist in the maintenance of the Student Intern Office.
8. Complete other duties as assigned.

Student Development Center, University of Texas at El Paso
 Student Intern – Diversity and Women’s Resource Center
 Compensation: \$6.55 an hour, up to 19 hours a week

Submit Application, Letter of Reference, and Resume by March 28, 2008:

Dr. Edith Fernández, Director, Student Development Center, 106 Union West, El Paso, Texas
 79968

Job Description

This is a paraprofessional position within the Student Development Center. It is designed to provide a professional experience in the field of Student Affairs in a higher education institution. Specifically, this position focuses on co-management of all diversity/multicultural programs, events, and services. This position reports to and is supervised by the Student Development Center Coordinator in charge of Diversity Initiatives and the Coordinator of the Women’s Resource Center.

Job Criteria/Requirements include:

1. Be at least a 2nd semester freshman.
2. Demonstrate/show proof of past leadership skills, to include but not limited to, communication skills, project management, initiative, and flexibility.
3. Demonstrate/ show proof of community service.
4. Not graduating within one year of appointment.
5. Maintain office hours, up to 19 hours per week.
6. Maintain at least a 2.5 cumulative GPA
7. Be able to work in a team atmosphere, coupled with ability to work independently as necessary.

Specific Duties:

1. Work with the Coordinator for Student Development to develop and coordinate, facilitate, and organize diverse multicultural programming/events/services.
2. Assess programmatic needs of the Women’s Resource Center.
3. Assist with the development of Rainbow Miner Initiative
4. Develop and maintain evaluation and assessment processes for programs/events and/or services.
5. Create and asses a “Plan of Action” for the assigned area.

General duties and requirements of all SDC/WRC Student Interns:

1. Rotation through different areas of programming, facilitating skills development in all aspects of the Student Development Center and the Women’s Resource Center.
2. Development of an action plan for your specific area in conjunction with your supervisor. This is to include programs you lead or participate in and large scale initiatives that you are in charge of. The plan shall include program outline, goals for programs, and the definition of success for these programs.
3. Read and prepare a review of scholarly research various times during the year.
4. Attend all bi-weekly staff meetings.
5. Attend Intern Training.
6. Assist with the publicity and promotion of all SDC/WRC Programs.
7. Attend staff retreats as assigned.
8. Assist in the maintenance of the Student Intern Office.
9. Complete other duties as assigned.

Student Development Center, University of Texas at El Paso
 Student Intern – Marketing and Web
 Compensation: \$6.55 an hour, up to 19 hours a week

Submit Application, Letter of Reference, and Resume by March 28, 2008:

Dr. Edith Fernández, Director, Student Development Center, 106 Union West, El Paso, Texas
 79968

Job Description

This is a paraprofessional position designed to provide a professional experience in the field of marketing, website, and homepage development in a higher education setting. Specifically, this position focuses on the marketing needs of the SDC and development of the various web pages of the five components of the Student Development Center. This position reports to and is supervised by the Coordinator of SDC.

Job Criteria/Requirements include:

1. Be at least a 2nd semester freshman.
2. Demonstrate past leadership skills including communication skills, project management, initiative, flexibility, and community service.
3. Good knowledge of graphic and web design.
4. Not graduate within the one-year appointment.
5. Maintain office hours, 19 hours per week.
6. Maintain at least a 2.5 cumulative GPA.
7. Be willing to rotate through different areas of programming, facilitating skill development in all aspects of the Student Development Center.
8. Be willing to work both in a team and independently as necessary.

Specific Duties for SDC Marketing and Web Intern:

1. Create publicity and promotion of all SDC/WRC Programs by designing posters, brochures, publications, etc.
2. Coordinate the overall marketing and outreach of the Student Development Center and other major events.
3. Assist with compilation, updating, and publishing of the Miner Guide.
4. Assist with evaluation and assessment processes related to the SDC website.
5. Assist with the publication of the SDC Newsletter.
6. Create and assess a “Plan of Action” for the assigned area.

Preferred Qualifications:

1. Familiar with Adobe Creative Suite.

General duties and requirements of all SDC/WRC Student Interns:

1. Rotation through different areas of programming, facilitating skills development in all aspects of the Student Development Center and the Women’s Resource Center.
2. Read and prepare a review of scholarly research various times during the year.
3. Attend all bi-weekly staff meetings.
4. Attend Intern Training.
5. Assist with the publicity and promotion of all SDC/WRC Programs.
6. Attend at staff retreats as assigned.
7. Assist in the maintenance of the Student Intern Office.
8. Complete other duties as assigned.

Student Development Center, University of Texas at El Paso
 Involvement-Student Organization Advisory Board
 10-month appointment, June 1st to March 31st
 Compensation: Service Award, \$500 semester per semester stipend

Submit Application, Letter of Reference, and Resume by March 28, 2008:

Dr. Edith Fernández, Director, Student Development Center, 106 Union West, El Paso, Texas
 79968

Position Description

This position within the Student Development Center is designed to provide a professional experience in the field of Student Affairs in a higher education institution. Specifically, this position focuses on co-management of all Student Organization Advisory Board (SOAB) programs and events. This position reports to and is supervised by a Coordinator of the Student Development Center.

Job Criteria/Requirements include:

1. Be at least a 2nd semester freshman.
2. Ability to commit to a 10 month appointment, without plans to graduate any time during the appointment.
3. Maintain office hours, 12 to 15 hours per week.
4. Maintain at least a 2.5 cumulative GPA.
5. Demonstrate leadership skills including communication skills, project management, initiative, organization, flexibility, and community service.
6. Knowledge, participation, and/or interest in campus activities.
7. Attend staff meetings.
8. Committee to oversee the planning, execution and evaluation of two major SOAB programs a semester.
9. Working in teams as well as independently; as necessary.
10. Be a self-starter.
11. Be able to work during the summer.

Specific Duties for Student Organizations Advisory Board Director

1. Serve as a SOAB Director in one of the following areas: Education & Risk Management or Involvement & Leadership
2. Development of an action plan for your specific area in conjunction with your supervisor. The plan shall include program outline, goals for programs, and the definition of success for these programs.
3. Establish professional community and campus based contacts.
4. Assist with the development of and execution of large scale events (e.g., Homecoming, Student Club & Organization Orientations, Five Star Program, Student Organization Involvement Fairs, Welcome Back, Spring Welcome, New Student Orientation, Fall & Spring Leadership Conferences)
5. Assist in the recruitment and retention of SOAB members.
6. Secure sponsorship for Miner Guide production.
7. Maintain up-to-date information in the SOAB display window and SDC website.
8. Update, publish, and distribute SOAB literature.
9. Assist with campus reservations and correspondence related to event planning. Work closely with entities such as Facilities, Union Services, Don Haskins Center and other UTEP affiliates.
10. Create and maintain accurate and appropriate files for each of these major events.
11. Support and participate in other SDC Programs.

General duties and requirements:

1. Rotation through different areas of programming, facilitating skills development in all aspects of the Student Development Center and the Women's Resource Center.
2. Attend all committee and staff meetings.
3. Assist with the publicity and promotion of all SDC/WRC Programs.
4. Assist in the maintenance of the Student Development Center.
5. Complete other duties as assigned.

Student Development Center, University of Texas at El Paso
Student Intern – Student Leadership Development

Submit Application, Letter of Reference, and Resume by **March 28, 2008:**

Dr. Edith Fernández, Director, Student Development Center, 106 Union West, El Paso, Texas
79968

Internship Description

This is a paraprofessional position within the Student Development Center. It is designed to provide a professional experience in the field of Student Affairs in a higher education institution. Specifically, this position focuses on event planning and preparation for the Student Club and Organization Orientations, *Leaders in Motion Conference*, *Shape Your Life Shape Your Future Conference*, and SDC Intern training. This position reports to and is supervised by a Coordinator(s) of the Student Development Center.

Job Criteria/Requirements include:

6. Be at least a 2nd semester freshman.
7. Demonstrate past leadership skills including communication skills, project management, initiative, organization, flexibility, and community service.
8. Knowledge, participation, and/or interest in leadership and campus activities.
9. Does not have plans to graduate or take vacation leave any time during the appointment, **including Spring Break.**
10. Maintain office hours, 19 hours per week.
11. Maintain at least a 2.5 cumulative GPA.
12. Working in teams as well as independently; as necessary.
13. Plan and execute additional SDC Leadership initiatives.
14. Identify speakers for Leadership conferences, seminars and workshops.
15. Be a self starter

Specific Duties for Intern

7. Assist in the planning of interactive workshops, orientations, and leader tip brochures
8. Work closely with student clubs and organizations to promote attendance at the conferences and year round leadership seminars/workshops.
9. Work with the Leadership Conference Committee to develop and coordinate, facilitate, and organize all conference programs and events.
10. Implement LEGO, a student employee training program.
11. Create and maintain accurate and appropriate files for this major event.
12. Assist with the development of marketing plans.
13. Conduct ALL program evaluations and assessment as required.
14. Assist with conference logistics such as campus reservations and correspondence to campus and community affiliates.
15. Reward and recognize student club and organization excellence.

General duties and requirements of all SDC/WRC Student Interns:

16. Rotation through different areas of programming, facilitating skills development in all aspects of the Student Development Center and the Women's Resource Center.
17. Development of an action plan for your specific area in conjunction with your supervisor. This is to include programs you lead or participate in and large scale initiatives that you are in charge of. The plan shall include program outline, goals for programs, and the definition of success for these programs.
18. Read and prepare a review of scholarly research various times during the year.
19. Attend all planning meetings.
20. Assist with the publicity and promotion of all SDC/WRC Programs.
21. Assist in the maintenance of the Student Intern Office.
22. Complete other duties as assigned.