

## Colorado State University-Pueblo Internship Position Request

\*Please complete this form and return to Tanya Baird, Internship Coordinator, [tanya.baird@colostate-pueblo.edu](mailto:tanya.baird@colostate-pueblo.edu), 719-549-2553 or FAX 719-549-2289

Employer: Colorado State University- Pueblo Office of Student Activities  
Address: 2200 Bonforte Blvd City: Pueblo State: CO Zip:81001  
Phone: 719-549-2151 Fax: 719-549-2624  
Email: [nicky.damania@colostate-pueblo.edu](mailto:nicky.damania@colostate-pueblo.edu) Website: <http://www.colostate-pueblo.edu/studentactivities>  
Contact: Nicky Damania Title: Director of Student Activities Phone: 719-549-2975

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Position Title: Preview and Other Events Coordinator	No. of positions: 1
Supervisor Name: Nicky Damania	Site Location: CSU-Pueblo OSA
Work schedule: Part-time: X	Minimum* Hours per week: 25
Fall Semester: X	Spring Semester: X
Start date: August 3, 2009	End date: May 14, 2009

Offered for either Credit or Non-Credit

### Wage Information:

Paid: Stipend amount (to be determined, see "Terms of Employment" below)

\***STUDENTS:** Each department has minimum hour requirements that may vary from the employer's needs. Please check with your department advisors for specific credit hour requirements.

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Application Instructions: Individuals will be chosen following regular graduate assistantship placement. Those students interested in applying for this assistantship should submit (1) a cover letter providing a vision for how you would be a positive addition to the Office of Student Activities and what you hope to gain from this position, (2) a current resume, (3) unofficial transcript, (4) one letter of recommendation, and (5) three additional references. All materials need to be submitted into Nicky Damania, Director of Student Activities, 2200 Bonforte Blvd, Pueblo, CO 81001, no later than February 10, 2009.

On-line Application Address: <http://www.colostate-pueblo.edu/studentactivities>

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Targeted Major(s): Student Affairs and Higher Education preferred, but not required  
Education Level: Graduate Student with bachelors degree earned or 4<sup>th</sup> year of 3+2 program  
Minimum GPA: 2.5 US Citizenship required: Yes

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### Preview and Other Events Coordinator Graduate Assistant Colorado State University- Pueblo

### Office of Student Activities:

The Office of Student Activities provides opportunities for students, their families and friends to become involved in and connected to Colorado State University- Pueblo. From admission through graduation, OSA is a source of meaningful co-curricular experiences. Through programs and services the college experience is enriched, the University Core Values are promoted, personal growth and development are facilitated, and the educational mission of the University is supported.

### General Description:

The Graduate Assistant will function as a staff member, working directly with the Preview Program and various other events hosted by the Office of Student Activities. This position will be given the direct responsibilities for advising of related activities. The Graduate Assistant's responsibilities will be carried out under the supervision of the Director of Student Activities.

### **Terms of Employment:**

- *Enrollment* – Student must be an enrolled graduate student for the period of employment and must maintain a 2.5 cumulative grade point average.
- *Employment* – The assistantship is a 25 hours per week appointment from mid-August to mid-May with flexibility allowed for weekend and evening programs.
- *Remuneration* – Appointment will be provided with in-state tuition and fees, monthly stipend, and all expenses paid to attend one annual professional conference (i.e. National Association of Student Personnel Administrators).

### **Responsibilities:**

#### *Preview Program:*

The Preview Program is the beginning of an ongoing process of introduction that facilitates individual students and their family members/supporters transition into the learning environment of the CSU-Pueblo community. The Preview Program provides the foundation for the overall college experience through opportunities for social interaction, intellectual challenges, cultural exchanges, and service in the community.

#### *Job Duties:*

1. Coordinate and oversee the recruitment and selection process for student Wolf Pack Leaders
2. Develop a syllabus and lead a training course for Wolf Pack Leaders
3. Assist in the development and revision of preview publications
4. Assist in the creation, development, planning and evaluation of preview program
5. Assist in daily operation of the Office of Student Activities
6. Other duties as assigned.

#### *Other Events:*

The Leadership Program is to provide students with developmental and experiential opportunities that foster leadership and community involvement, grounded in values and moral purpose. Through leadership education, service learning, advocacy, and volunteerism, students will become active citizens on campus, in their respective communities, and in the workplace.

#### *Job Duties:*

1. Develop and implement an institutional awards recognition for students
2. Assist in planning annual Student Appreciation Day event
3. Coordinate and facilitate various service learning projects
4. Work with registered student organizations and their advisor on various workshops and consulting programs.

#### *General:*

Office of Student Activities at Colorado State University- Pueblo enriches the campus community by supplementing and enhancing student learning, social networking, and personal perspective, by providing collaboration, thought-provoking programming, entertainment, leadership development, cross-cultural awareness, and empowering students.

#### *Job Duties:*

1. Assist with outreach and marketing efforts
2. Assist with planning additional events within the Office of Student Activities
3. Assist with coverage of weekend and evening events
4. Attend regularly scheduled meetings for affiliated organizations and groups
5. Assist in daily operation of the Office of Student Activities
6. Other duties as assigned.

**Position Qualifications**

- Candidate must have a Bachelor's degree
- Currently attending graduate school
- Experienced in event planning is preferred, but not required
- Graduate students obtaining a masters degree in Student Affairs and Higher Education preferred, but not required