

STUDENT UNIONS & ACTIVITIES
Internship Opportunity Position Description
University of Minnesota

TITLE: Homecoming Internship
PAY RANGE: A stipend will be provided

ESSENTIAL FUNCTIONS:

The mission of the Homecoming planning committee is to provide a memorable Homecoming experience that includes a high level of participation from a broad audience, is all-consuming, and makes people from the state of Minnesota proud. Student Homecoming Interns are responsible for coordinating and administering Homecoming 2010. Interns will assist in planning, overseeing, implementing and evaluating Homecoming through the effective and efficient use of personnel, funding, resources, and campus services. The five Student Homecoming Interns will work together as a team to implement programs. In addition, Student Homecoming Interns will be assigned to chair, recruit, and lead a committee of volunteers with a specific focus related to Homecoming. Interns must register for and participate in an internship course (3 credits) in spring semester 2010. Student Homecoming Interns will report directly to the Homecoming Coordinator. Positions for Homecoming 2010 will run October 2009 to October 2010.

DUTIES & RESPONSIBILITIES:

- Shadow Homecoming 2009 Interns at events during Homecoming 2009 week
- Train incoming Student Homecoming Interns during Homecoming 2010
- Contribute to and maintain student-run Homecoming blog
- Collaborate with fellow interns to plan the Homecoming 5K run in April
- Participate in Student Unions & Activities Internship Course Spring Semester 2010
- Complete tasks and other duties as assigned to each intern in relation to their specific position in one of the following areas:
 1. Student Activities
 2. Parade
 3. Public Engagement
 4. Marketing and Publicity

ESSENTIAL QUALIFICATIONS:

- Current University of Minnesota student enrolled at least half-time (undergraduate student, 6 credits; graduate student, 3 credits)
- Completed at least two semesters coursework at university/college level
- Must plan to be enrolled at the University at least through December, 2010
- Must be able to work an average of 10 hours a week
- Excellent time management skills
- Strong organizational, administrative, customer service, and leadership skills including the ability to effectively communicate, delegate, and work to develop a committee
- Ability to receive and delegate tasks
- Desire to work in a team-focused atmosphere

PREFERRED QUALIFICATIONS

- Prior event programming and/or event coordination experience

- A minimum cumulative GPA of 2.50 to be maintained throughout internship and reviewed each semester

OPPORTUNITIES FOR SKILL DEVELOPMENT:

Students participate in experiences outside the classroom which allow them to develop and demonstrate life skills. These skills and characteristics for success and citizenship are learned and refined during their college years and beyond. The Office for Student Affairs has developed seven “Student Development Outcomes” that the Student Unions & Activities has incorporated into the student leadership positions in the Unions. Here is a listing of the Student Development Outcomes with some examples of how you can learn or further develop your own skills set.

RESPONSIBILITY/ACCOUNTABILITY

- Actively supports policies in daily job and confronts policy violations
- Attends and contributes to all scheduled meetings and skill building sessions suggesting future agenda items and topics
- Takes on a leadership role among co-workers and is comfortable training in new employees and volunteers
- Arrives on time for all scheduled shifts
- Acknowledges when mistakes occur and knows when supervisor should be alerted

INDEPENDENCE/INTERDEPENDENCE

- Able to share new ideas and initiatives with supervisor and co-workers that will improve work area
- Works without supervision and is the point person for co-workers when there is an issue
- Able to manage time to complete special projects and tasks assigned
- Seeks instruction or clarification from supervisor when unclear of tasks, procedures or how to correct errors
- Communicates effectively with supervisors; keeps supervisor informed and uses good judgment on when to defer questions, complaints, and issues
- Works effectively with co-workers in teams and independently

GOAL ORIENTATION

- Takes on additional tasks and duties without any direction from supervisor
- Anticipates alternative ways to finish tasks in a more efficient manner
- Can prioritize tasks by importance and time constraints
- Makes progress and improvements in job performance as experience grows
- Responds well to goals and training set by supervisor as needed

SELF-AWARENESS

- Assess own weaknesses and strengths and uses this knowledge to better work performance
- Communicates effectively and professionally in both verbal situations and in a written format
- Can separate the demands of the job and customers from personal concerns and ego

RESILIENCE

- Role model to other employees by meeting expectations regularly and routinely and understands rationale for expectations
- Can handle last minute changes to tasks and can work under time constraints
- Is able to learn from a bad experience and knows how to prevent them from happening in the future
- Accepts instruction/constructive criticism from supervisor
- Able to work through difficulties when they arise

APPRECIATION OF DIFFERENCES

- Role models respectful behavior toward all customers, peers and supervisor and expects same behavior from others
- Willingness to learn from others who have different backgrounds
- Understands differences in customers and peers and treats everyone respectfully
- Tolerant of the values and beliefs of others

TOLERANCE OF AMBIGUITY

- Creates new and challenging initiatives for work area
- Has been cross-trained in areas across the unit and can provide training to peers
- Embraces a task without assurance of success or certainty about the outcome
- Able to undertake a project with little or no direction and seek out information independently of Supervisor
- Employs problem solving skills, uses good judgment, and refers to supervisor when appropriate
- Can embrace a duty or task without a personal need to fully agree or completely understand the reasons of the organization or supervisor

**The employer reserves the right to change or add duties to this position as long as the changes and/or additions are consistent with the job classification.*