

Campus Activities Office Student Intern

The Campus Activities Office employs a number of students for course credit and through the Federal Work Study system. Staff members will be selected based on completion of the below requirements, and a brief interview if necessary.

POSITION DESCRIPTION:

Under the Direction of the Director of Campus Activities and the Graduate Assistant, the Campus Activities Interns will share responsibility for the overall leadership for the Lair and Campus Activities Board. The interns shall be responsible for supporting the day to day operations of the Lair including, student employee staffing, scheduling and training, event set-ups, concessions operations, equipment inventory and building maintenance. Interns will also assist with Campus Activities Board program offerings, including major campus events. These individuals will share responsibility for web page and social media presence and maintenance, and overall advertising and marketing. This position requires dedicated and motivated individuals who can work autonomously or in a group setting. The successful candidate(s) will provide coverage and supervision for evening and weekend events and operations.

The Intern must be available to move in one week prior to the start of the academic year in order to assist with trainings, retreats and events planned during New Student Orientation Weekend.

QUALIFICATIONS:

1. Must be a full time, currently enrolled McKendree student in Junior or Senior status.
2. Must be in good standing with McKendree both academically and judicially.
3. Some previous management or supervisory experience (fast food or concessions operation preferred)
4. Knowledge and good skills in employee and public relations, food production methods and procedures, inventory systems, employee scheduling, and computer knowledge
5. Knowledge of basic gaming equipment including ping pong tables, billiards, board games, video game consoles, etc. Familiarity with A/V equipment.
6. Possess good leadership skills; demonstrate ability to effectively manage and supervise others.
7. Ability to multitask
8. Good conflict resolution skills
9. Genuine interest in serving students and the campus community.

REQUIREMENTS, SKILLS, AND ABILITIES:

1. Evenings and some weekend work required.
2. Dedicated and driven individual with strong interpersonal, excellent verbal, and written communications skills, as well as energy and vision.
3. Organized, analytical and detailed-oriented individual capable of performing under a variety of requirements and deadlines.
4. Ability to exercise authority and good judgment in the absence of or in conjunction with the Director and/or Graduate Assistant in a variety of situations, demonstrating exceptional leadership characteristics and interpersonal skills.
5. Programming knowledge to assist with the development of a variety of activities to enhance the college experience and address the needs of our students
6. Possess a strong sense of personal and professional integrity, exercising tact and diplomacy
7. Must be able to lift 25-50lbs
8. Must be team oriented; have a willingness to work hard and an ability to work independently
9. Knowledge of Microsoft Office Applications (Word, Excel, PowerPoint, etc.) preferred. BlackBoard experience helpful

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CERTIFICATIONS/LICENSES:

1. American Red Cross First Aid/CPR/AED certification highly preferred
2. Driver's License

ESSENTIAL DUTIES, RESPONSIBILITIES and DEVELOPMENT OPPORTUNITIES:

1. Work in conjunction with the Lair and Campus Activities Board staff to support the daily operations of the Campus Activities Office, including:
 - a. Assist with the hiring, scheduling, and supervision for all student staff employees (managers, desk/concessions staff, etc.)
 - b. Assist with the development and implementation of orientation and training for general operations, including workshops and other staff enrichment opportunities.
 - c. Identify program equipment and supply purchase needs; develop and maintain inventory control methods
2. Schedule and attend all mandatory meetings and training sessions as specified
3. Assist with large-scale events, including Involvement Fair, Fall Family Weekend, Homecoming, Finals Week, Welcome Back Week, and Spring Fling.
4. Provide excellent customer service to the campus community; maintain a professional demeanor at all times
 - a. Demonstrate awareness of, and appreciation for, individual uniqueness and diversity
5. Assist with on-site risk management; inspect areas for safety; Act as a resource for participants; report damaged or improperly working equipment
6. Enforce departmental policies and procedures
7. Provide support during medical emergencies
8. Work in cooperation with other professional staff members
9. Other duties as specified.

SUPERVISORY RESPONSIBILITIES:

1. Assist with the management and supervision of Campus Activities Office staff

APPLICATION PROCESS:

1. Complete the online application at: https://eforms.mckendree.edu/eformsx/eform.aspx?form_id=602
2. A résumé will be required and can be uploaded on the application.
3. Selected candidates will be offered an interview.