POSITION: STUDENT DEVELOPMENT GRADUATE INTERN

JOB SUMMARY:
Assist in the overall development of student and part-time employees within Campus Recreation including hiring, training, and evaluation programs for student and part-time staff. Assist in supervising the Student Lead staff. The secondary purpose of this position is to provide development opportunities to the incumbent which could include special projects and/or assignments.

ORGANIZATIONAL RELATIONSHIPS:
Director
Assistant Director – Human Resources
Student Development Coordinator
**Student Development Graduate Intern**
Part-time Staff

DUTIES & RESPONSIBILITIES:
**Department-wide Hiring/Onboarding/Training**
- Develop and implement strategies for creating a diverse applicant pool and assist supervisor with strategies for diverse hiring
- Oversee recruitment initiatives for student & part-time employment
- Develop, update, and implement all policies, procedures and manuals
- Assist with preparation of data collection, program assessments, and overall program recommendations
- Manage the internal employee database which acts as a hub for employee management in regard to information, employee records, electronic payroll, discipline, development
- Develop and implement core training program including Campus Recreation culture, risk management and communication
- Develop and implement leadership development training for student leaders
- Develop and implement professional development workshops for all student employees
- Lead orientation sessions for all new hires to form common departmental and institutional knowledge and values

**Student Development and Supervision**
- Hire, train, schedule, supervise, and evaluate approximately 15-20 Student Leads
- Provide leadership and serve as a resource to student staff. Lead and/or assist with training and developmental opportunities for student staff
- Ensure all staff remain compliant with necessary certifications and arrange certification courses
- Provide support to the Student Leads; attend and participate in regular staff meetings and perform other duties as assigned

**Developmental Opportunities**
- Adhere to and maintain divisional performance criteria at a satisfactory level; maintain current certifications
• Collaborate with other Campus Recreation units as needed to execute array of programming efforts for diverse participants
• Conference and professional development travel opportunities – on and off-campus
• Opportunities to work in different areas of Campus Recreation to broaden recreational learning experience and serve on departmental committees
• Based on applicant’s desired interest areas, can be flexible creating leadership roles and working opportunities within the Department
• Acquire and maintain CPR, First Aid, AED certification. Opportunities for growth in risk management if desired.
• Participation in departmental committees
• Adhere to and maintain divisional performance criteria at a satisfactory level; maintain current certifications.
• Assist with other Campus Recreation programs as needed.

MINIMUM EDUCATION & EXPERIENCE:
• Must have experience working in recreational sports programs and/or special events. Experience supervising part time employees preferred.
• Must have a Bachelor’s degree

MINIMUM WORK REQUIREMENTS:
• Position requires flexible work schedule, including evenings, weekends, and academic break periods as necessary
• Position requires an average of 30 hours/week at a rate of $24.74/hour from August 16, 2022 – May 15, 2023. Summer hours available prior to August 16, 2022 and after May 15, 2023 if interested.
• This position is subject to a University mandated background check

APPLICATION INSTRUCTIONS:
• Applications will be accepted until the position is filled. For full consideration please email a resume, cover letter, and contact information for three professional references, all as separate attachments, to Jennifer Dixson, (jbdixson@illinois.edu) Office Administrator, Campus Recreation, University of Illinois at Urbana-Champaign by June 16, 2022.