Request for Interns

Date:  **May 15, 2017**

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<tr>
<th>Name and Location of Internship Site</th>
<th>Leadership Street Team/Workshops Intern</th>
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<td>UTSA Main Campus</td>
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| Name and Title of On-Site Internship Supervisor | Eliot Howard, Associate Director Student Leadership Development |

| Telephone Number and Email Address of On-Site Internship Supervisor | 458-8243, eliot.howard@utsa.edu |

| # of Internships Available | One |

| Internship Description (including work hours) | Assist with all aspects of recruiting, training and supporting the Student Leadership Center Street Team. Supporting students wishing to develop their leadership skillset on a deeper and more applied level by serving as workshop facilitators in our Leadership Competencies Workshop Series. Participation in this team will also entail relationship-building across campus groups and direct promotion of other SLC programs. The Street Team Intern will also be directly involved in managing the specific budget for the Street Team. See Street team position description attached for more detail.  
Proposed work schedule: 30 hrs pre-semester prep work plus 8 hrs/wk for 15 weeks. |

| Description of Ideal Candidate | Professionally organized, motivated and articulate, with an interest in teaching, an ability to effectively engage undergraduate students, able to think creatively and help design and deliver trainings with the best interests of the students in mind. Able to work collaboratively, to support a positive team work environment. Willing to give and receive effective constructive feedback. |

| Other Specific Skills or Prior Skills Required for this Internship Position | Microsoft office suite, |

| Description of Compensation, if Provided | Possible funding for leadership conference attendance. |

If you have any questions, please do not hesitate to contact Dr. Richard Drum at Richard.Drum@utsa.edu
Street Team Position Description
This is a formal volunteer position dedicated to leadership capacity-building for the entire UTSA community and reporting to the Coordinator of the Student Leadership Center (SLC).

Prerequisites: (Applicants will)
- Have participated in one or more SLC programs previously
- Currently enrolled at least half time
- Maintaining good academic and conduct standing

Expectations: (Approx 10 hrs/ month)
- Facilitating Student Life Leadership Competencies Workshop Series
  o Participate in annual training on fundamental facilitation skills and lesson plans specific to the workshop series (two two-hour training sessions plus one observed practice coaching session)
  o Facilitate workshops as scheduled by the SLC
  o Debrief each workshop session with SLC staff
- Direct marketing/promotion of SLC Program opportunities.
  o Utilizing energetic social engagement, multiple social media platforms and other forms of communication to raise awareness and increase participation in SLC programs
  o Sharing highlights of your personal experiences and providing accurate summary information including program dates, deadlines and how to apply
  o Promoting SLC programs in brief presentations to classes and organizations
  o Designing and creating new marketing materials
- Participating in monthly SLC street team meetings
  o Act as liaison between the SLC staff and the UTSA student body
  o Model integrity and the SLC’s core competencies as ongoing practices

Benefits:
- Leadership development and resume building
- Increased skillset including: event-planning and coordination, facilitation, communication, professionalism, leadership, social awareness, and teamwork
- Opportunity to work closely with senior staff members and contribute to program development
- Serve as a resource and mentor to incoming UTSA students and build their community
- High-impact professional recommendations from Program Coordinator and Associate Director

Application and Selection Process:
- Submit a letter of interest and resume to the SLC.
- A thorough selection process will include an individual interview.

Consider minimum specifics:
- Facilitate one workshop per month, Fall & Spring semesters (seven per year)
- Consistently devoting a minimum of 6 hours per month to marketing in your official capacity as Street Team member
  - Present to a minimum of three classes and/or student org meetings per semester
  - Generating social media posts (one per week) about SLC programs and responding to followers’ questions and comments in a helpful and productive manner
  - Staffing tabling events on campus, eight hours per semester as schedule allows