The Center: Every Student. Every Story.  
Internship Job Description

Position: Center Outreach and Awareness Student Leader

Department: The Center: Every Student, Every Story.

Division: Student Services

Location: 3rd Floor, Joe Crowley Student Union

Hours Per Week: up to and not to exceed 20 hours per week.

Employment Dates: Semester

Terms of Employment: 1.) Must be currently enrolled courses at the University of Nevada, Reno and in good standing.
2.) Must complete an Internship Application.
3.) Must be available for the entire employment period.

The student intern position(s) will assist the administrative faculty of The Center: Every Student. Every Story. in outreach, retention and programming for students from populations historically underrepresented in higher education, including but not limited to: African American; American Indian/Alaskan Native; Asian American and Pacific Islander; First-Generation/Income-Qualified; Latino; and Lesbian, Gay, Bisexual, Transgender, Intersex, Queer students and their allies. This position is responsible for coordinating co-curricular events and programs, assisting student clubs and organizations, conducting outreach on campus, and assisting with clerical tasks related to program administration and evaluation.

Listed below are some of the learning goals and objectives for your position.

1.) Office mechanics and procedures.
   a. Answering phones
   b. Taking messages
   c. Delivering the Center elevator speech to tours and guests touring the campus.
      i. The Center houses professionals who guide and advise students on the day-to-day obstacles and opportunities that arise for college students. Our staff can advise you on financial aid, direct you to appropriate counseling services, serve as a sounding board to find strategies to overcome issues and point you to resources available on campus. Finally, we provide a hub where community meets the campus to create a culturally rich and diversity driven learning opportunities for students, staff and the community.
   d. Practicing concepts of professionalism including:
      i. dress, behavior, speech, communication

2.) Event Planning
a. Assist with Centerfest
   i. Updating club/org contact list per ASUN website
   ii. Drafting email to invite to Centerfest, including a Survey Monkey RSVP Form
   iii. Creating community games and activities for students
   iv. Creating evaluation form for Centefest (a simple one)
   v. Inputting evaluation, analyzing and presenting findings

b. Plan and coordinate tabling events in the fall semester and spring semester at various events and locations around campus. Some of these events include welcome week, homecoming, and general tabling in front of the Joe Crowley Student Union.

3.) Center Marketing
   a. Compiling list of departments, on and off-campus that would benefit from having our Center postcard, i.e, Welcome Center, ASUN, OPS.
      i. Delivering materials and simultaneously introducing yourself and The Center to these entities.
      ii. Attend different meetings of student organizations across campus to provide information about The Center and various different events The Center is coordinating.

4.) Social media concepts
   a. Working with student undergraduate or staff on creating a social media tool kit
      i. Posting schedule
         1. For instance, Mondays could be “Culture Monday,” and post a fun fact about a different culture.
         2. Tuesday could be, “Event Tuesday” and post an announcement of a free, on or off-campus event.

5.) Self-care concepts
   i. Creating team building ideas for students that are entering college and how they can continue to motivate themselves and maintain positive self-esteem.

**Dress Code:** Is business casual. As a student professional, we are constantly meeting with students, community members, and families. It is important that we dress in an appropriate way to represent our university and our department positively. This means that we need to refrain from wearing any clothing that is deemed, provocative, offensive, and or distasteful. Some good examples of business professional attire include: slacks, polo shirt/Nevada t-shirt, shorts that are of a respectable length, comfortable and appropriate shoes for walking, and not an abundance of jewelry. Spring/summer dresses are acceptable as long as they are not halter tops and of the appropriate length.

**Time Sheets:** You will be expected to fill-out a time sheet while you are working with The Center. It will need to be turned in to your immediate supervisor to receive your paycheck on time. It is your responsibility to keep track of your own time sheet.

**Office Space:** You will be provided with an office cubicle that includes a desk, chair, telephone, and office supplies. Please refrain from downloading anything onto the office computers, calling any long distance numbers, and using office supplies for personal use. Please keep your office space orderly and clean.
Sick/Vacation/Personal Leave: You may need to take a sick day or vacation day while you are participating in your work study position. Please make sure to call in AND email your immediate supervisor. It is imperative that you call in as soon as you know you will be late, taking a sick day or require leave so we can update the schedule of activities for the day and ensure your safety.

The Center Initiatives

Asian & Pacific Islander Heritage Project
The aim of the API Heritage Project is to provide academic and social support to the Asian American and Pacific Islander student body as well as to increase the University and larger community’s awareness of the different cultures within these populations. The API Heritage Project at the University of Nevada, Reno is designed to help Asian American students make the most of the academic opportunities at the University. API sponsors programs to enhance communication, leadership skills and opportunities to celebrate and share their cultural heritages while developing an understanding and appreciation of the cultures of others.

Black Culture Cooperative
The mission of the Black Culture Cooperative is to nurture and support all students of African descent and enhance their educational and personal development through programs and services that promote cultural, historical and community awareness. The Black Culture Cooperative serves as a resource providing a cultural support system for students at the University of Nevada and also serves as a vehicle to share the history and culture of peoples of the African Diaspora with others.

Intertribal Higher Education Program
The mission of the Intertribal Higher Education Program is to assist Native American students to obtain a university education by providing recruitment and retention services and activities that promote academic success and graduation from the University of Nevada, Reno. The Intertribal Higher Education Program provides a focused study environment and coordinates advisement and referral in the areas of academic, leadership training, vocational, financial assistance and personal support.

Las Culturas
Las Culturas researches, designs and implements unique programs that promote the pursuit of academic success, retention and graduation of Hispanic and Latino students. Many of the programs and services are designed to educate the entire campus community to expand students' cultural horizons while honoring their respective cultural experiences.

MOSAIC
MOSAIC is an initiative that caters to the multiethnic population on campus. It is designed to create an empowering support system for the University of Nevada, Reno campus community in the interest of those who self-identify as multiethnic. It provides a growth inspired atmosphere designed to help students achieve academic excellence and the development of sensitivity, understanding and appreciation of cultural diversity through communication and interaction among minority student, the University, and the community at large.

Pride Collaborative
The Pride Collaborative provides a comprehensive range of education, information and outreach
services to create and maintain an open, safe and inclusive environment for lesbian, gay, bisexual and transgender students at the University of Nevada, Reno. The Pride Collaborative is here to assist students with their questions and issues about life on the University of Nevada, Reno campus, as well as the community at large.
The Center Staff

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Acknowledgement of Job Description and Duties

I___________________have received the 2017 Center Outreach and Awareness job description and have reviewed the duties as assigned with my immediate supervisor. I acknowledge that I understand all the assigned duties, tasks, protocol, and procedures that are required of me during my work study position at The Center. I also understand that failure to follow all the policies and procedures as outlined could disqualify me as a participant in this position for the remainder of the semester in which I am employed.

__________________________  __________________________
Student Signature                  Student Supervisor Signature

__________________________
Date