

Student Activities Center (SAC) and Special Events Intern

The Student Activities Center (SAC) and Special Events Intern will assist in the creation of leadership trainings for staff as well as monitor compliance protocols including developing online compliance trainings. The intern will serve on various committees with their supervisor. They will also be responsible for implementing new policies or protocols they feel would be beneficial to the SAC team. They will help with and lead certain parts of special events and student group events in the building, gym and WAF stadium

Job Qualifications

Required

- Be at least 18 years of age
- Have First Aid/CPR certifications (by first day of employment)
- Submit to criminal background check
- Experience working in recreation department and/or related field
- Possess effective interpersonal skills and a strong desire to learn
- Be willing to work variable and extended hours
- Be legally allowed to work in the United States

Preferred

- Experience with student development and leadership experience
- Background in student development philosophy
- Experience with small and/or large scale events logistics and operations

Job Expectations

- Plan and facilitate 2 summer staff meetings including leading in-service components that focus on core competencies in Student Affairs.
- Review and update digital employee manual created by student coordinators
- Assist and/or lead large scale events in relation to potential soccer or NBA events in and around the Student Activities Center-this includes serving as volunteer coordinator for Summer Soccer Event
- Reassess audit program for operation assistants, operation supervisor review and promotion procedures
- Integrate ipad and Connect2 system into daily use in a most efficient manner for whatever needs come up including communication among tenants, trouble calls, events, student group events, staff needs etc.

Pay Rate

Each intern will be paid \$350/biweekly, plus a full University Housing and Dining plan (the housing and meal package is estimated at \$3,800 and is treated as taxable income by the IRS).

Apply and Contact:

To apply, please complete the application found at www.recreation.ucla.edu/summerinternships.

Please direct any questions about this position to Dion Veloz at dveloz@recreation.ucla.edu

