

## 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 develop in-service trainings for the summer staff meetings. 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. Lastly, they will work closely with the tenants and student organizations represented in the SAC and present to the Blue and Gold Ambassador board as well.

### 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 leadership and building relationships with campus partners
- Background in student development theory
- Experience with small and/or large-scale events logistics and operations

### Job Expectations

- Plan and facilitate a Leadership Training Series.
- Utilize EMS scheduling software, Fusion, google docs, Connect 2 and any other software used by our desk staff.
- Assist and/or lead large scale events in relation to potential soccer or NBA events in and around the Student Activities Center. Serve as volunteer coordinator.
- Reassess hiring practices and recruitment with current student coordinators as well as make sure job expectation are still accurate for all our positions.
- Develop assessment for the staff to allow for reflection of transferable skills (work closely with our SAIRO rep)

### 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](http://www.recreation.ucla.edu/summerinternships).

Please direct any questions about this position to Dion Veloz at [dveloz@recreation.ucla.edu](mailto:dveloz@recreation.ucla.edu)

