

Student Activities Center (SAC) & 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.
- Work on a conference style presentation with the following objectives: Teaching how to put together a large event with a professional international soccer club including but not limited to the marketing to clients, building of a contract, operations team and volunteer recruitment and partnership building.
- Work closely on risk mitigation including new initiatives for managing unhoused population and community resources

Pay Rate

Each intern will be paid \$400/biweekly, plus a full University Housing and Dining plan (the housing and meal package is estimated at \$4,150 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.

