

Recreation and Wellness Center

Student Development Intern

Department Mission:

Campus Recreation's mission is to enhance lives by providing outstanding recreational opportunities and experiences for the diverse UMSL community.

Position Responsibilities include but are not limited to:

- Development, implementation, and management of department-wide staff incentive program
- Coordinating staff appreciation events for the department including the Staff Banquet and Awards ceremony
- Coordinating new staff interview and hiring process including marketing, recruitment, staffing, evaluation, and feedback
- Leading the onboarding and general staff training for new RWC staff
- Attending staff meetings for various departments
- Running the Professional Development Series consisting of developing and presenting sessions to student staff members focused on growth and development in all areas
- Marketing, recruitment, and assessment of the Professional Development Series
- Creating development sessions, presentations, or trainings to be used now or in the future
- Research and presentation on student learning and student development theories to assist professional staff members in leading their student staff
- Assist professional staff members in their trainings or meetings
- Managing the RWC Staff Canvas course to communicate and instruct all RWC staff
- Analyzing staff evaluation feedback and providing a summary report with recommendations for improvement

Experience:

- Experience with student learning and student development theories is preferred but not required. Your ability to learn and work independently are much more important.

Work Hours:

- 8 hours per week generally between Monday and Friday based on your schedule and availability. Occasional weekend work depending on events or meetings to attend but would be limited.

Requirements:

- Must be in good standing with the University.
- Displays a positive and friendly attitude.
- Willingness to learn, follow, and enforce rules and regulation.
- Excellent communication skills, especially using email.
- Attention to detail for event and program planning.
- Minimum GPA: 2.0

Compensation:

Academic Credit