

## STUDENT UNION FELLOWSHIP DESCRIPTION

### 8-12 hours a week

Stipend: **\$7500**/academic year spanning August 14, 2020 – May 31, 2021 (minimal or no work over school holidays, winter break, and spring break)

#### Overview

The Student Union Fellows promote a sense of community within Student Union and the wider CIIS student community while serving to enhance the development and social growth of all students. They will be responsible for overseeing different aspects of Student Union such as student groups registration and onboarding, conference funding process, and ISG leadership development and structure. Note that while one fellow may have a specific focus, all fellows are expected to collaborate and support one another in their projects and initiatives. In partnership with the Associate Dean of Students and Student Affairs Manager, the fellows provide support in the development and implementation of virtual and in-person programs and events for students such as New Student Orientation, Welcome Events, Commencement, etc.

#### Responsibilities

- Assist in organizing, scheduling and attending events and programs. Serve as Student Union staff supporting campus-wide events, such as New Student Orientation and Commencement.
- Hold regular office hours (virtual or in person) for the CIIS student community.
- Serve as the front-facing liaison to student inquiries via email; oversee and respond to inquiries emailed to [studentunion@ciis.edu](mailto:studentunion@ciis.edu) on a regular basis.
- Coordinate the outreach and recruitment of student organizations; manage new student group approval process; and provide ongoing support to student groups.
- Process and oversee conference funding reimbursement process.
- Assist in coordinating and developing training for Student Union leaders.
- Coordinate the outreach and recruitment of ISG student representatives; contribute to development of CIIS's student governance model.
- Support development of restorative practices within the CIIS community.
- Assist in organizing Student Town Halls.
- Participate in various committees as needed.
- Attend regular all-fellows monthly meetings, and weekly 1 on 1 check in with Associate Dean and Student Affairs Manager.

#### Minimum Qualifications

- Must be in Good Academic Standing
- Demonstrated commitment to diversity
- Strong organization skills
- Strong administrative skills

- Knowledgeable about issues related to student development and student group development
- Excellent verbal and written communication and computer skills
- Strong planning and project management skills
- Ability to work independently and on a team