

## Peer Leader Internship Position Description

- Position:** Peer Leader Intern
- Location:** Center for Leadership Learning
- Hours:** Combination of day and evening shifts with 12 hours *maximum* per week
- Start/End Dates:** Start Date: Monday, September 16, 2019; End Date: Friday, June 19, 2020.  
Mandatory Training & Orientation: September 16 – 24, 2019 (excluding Sunday)  
Mandatory Mid-year Planning Meeting: Saturday, January 11, 2020
- Compensation:** \$12.75 per hour and transcript notation for internship position

**Internship Purpose:** Under the supervision and direction of the Center for Leadership Learning (CLL) Director, the Peer Leader Intern will serve as a coach to students enrolled in CLL Certificate programs and will develop, coordinate, and implement a variety of educational and social activities exclusively designed for students in the certificate program they are leading.

### Internship Description:

*This position is a 3-quarter commitment and open to undergraduate students who do not hold another paid campus employment position. DACA and work-study eligible students and international students are encouraged to apply.* Under the supervision and direction of the Center for Leadership Learning (CLL) Director, the Peer Leader Intern will serve as a coach to students enrolled in CLL Certificate programs and will develop, coordinate, and implement a variety of educational and social activities exclusively designed for students in the certificate program they are leading. The CLL is a special academic program designed to provide leadership education and professional development opportunities for undergraduate students.

### Internship Duties

Peer Leader Intern duties include, but are not limited to:

1. Supporting active student participants to help foster a higher level of engagement and involvement and to help with student retention in leadership certificates. Peer Leader Interns will be assigned to one certificate program and will support students in that certificate program for the entire academic year.
2. Serving as a resource and guide during certificate practicums (e.g. group projects, service projects, etc.) and monitoring student participation.
3. Developing, coordinating, and implementing community-building activities every quarter (Fall, Winter, and Spring) with the objective to create a stronger connection among certificate participants and to provide additional learning opportunities related to leadership.
4. Staffing certificate seminars which are scheduled 1 night a week on Mondays, Tuesdays, Wednesdays or Thursdays between 4:00pm – 8:00pm during Fall, Winter and Spring quarters (same evening each quarter). Peer Leader Intern MUST ARRANGE class schedule and extra-

curricular activities EVERY QUARTER to work the evening their assigned certificate is scheduled.

5. Working closely with CLL Career Staff on logistical aspects for certificate seminars and community building events including: opening, maintaining, and locking-up facility; setting up tables and chairs as specified; and setting-up AV equipment (LCD/Data projector, internet access, PA system, microphones, overhead projector, and/or VHS/DVD player) as needed. It is imperative that the Peer Leader Intern is highly responsible and reliable to clean, lock, and secure facilities following each workshop or event accordingly.
6. Supporting certificate seminar facilitators in the distribution of materials and supplies and encouraging student participation during the workshop. Preparing and delivering opening activities for each seminar should the facilitator choose not to conduct one themselves. Peer Leader Intern is also expected to be an active and engaged participant during the seminars they staff.
7. Maintaining knowledge of and conducting research, when necessary, on leadership theories, concepts, topics, models, and applicable activities to inform and enhance ability to support certificate participants.
8. Assisting with data entry as it relates to student attendance and participation and program evaluation and assessment for assigned certificate program.

### **General Duties**

General program and office duties include, but are not limited to:

1. Delivering and facilitating program information sessions for the undergraduate community, with specific concentration on student academic clubs, organizations, and other student services units. Participating in seasonal tabling events to help promote the CLL, such as, but not limited to Fall Welcome events, Decision Day events, and CLL-specific events.
2. Maintaining knowledge and understanding of CLL's certificate-bearing programs – the Student Leadership Development Program (SLDP) and the Diversity Leadership Development Program (DLDP), the Student Professional Development Program (SPDP) – along with any other programs and events introduced through the academic year.
3. Helping maintain regular, consistent, and professional communication with active participants and prospective students regarding quarterly workshops, development programs, upcoming events, and any other program announcements via print, electronic and social media communications.
4. Advising active and potential student participants on certificate-bearing program requirements and other events and services offered through the year.
5. Providing administrative support including: monitoring student program registration and workshop participation, and various aspects of program planning as needed. Helping with general office duties such as front-desk reception and customer service, answering phones, filing, making photocopies, retrieving daily mail, monitoring supply inventory, and other duties as assigned.
6. Supporting CLL's marketing and recruitment efforts by providing feedback on publicity items, actively seeking opportunities to promote and educate the campus community about the CLL

and helping recruit students to participate in the leadership and professional development programs offered by the CLL.

## **Position Requirements**

Requirements for the Peer Leader Intern position are as follows:

1. Must have attended a MINIMUM of 4 CLL workshops, special events, and/or a combination of both or must have equivalent Peer Leader experience with another campus department/unit and be an enrolled undergraduate student in in good academic standing.
2. Must have strong communication skills, including a willingness to engage in public speaking, and leadership skills to promote and encourage participation in educational programs.
3. Must have the ability and willingness to arrange class schedule and extra-curricular activities EVERY quarter to work a MINIMUM of 2 evenings during the hours of 4:00pm – 8:00pm, Monday – Thursday.
4. Must arrange schedule to attend mandatory weekly staff meetings during Fall, Winter, and Spring quarters. Staff meetings are typically scheduled on Wednesdays anytime between 5–8pm. Once a work schedule is arranged at the beginning of each quarter, there is little flexibility to make changes and all CLL Interns are expected to adhere to a set schedule.
5. Must arrange schedule to participate staff training and planning meetings typically conducted on-site at the Center for Leadership Learning, including, but not limited to: new intern orientation and training from September 16 – 24, 2019 (excluding Sunday) and mid-year planning meeting on Saturday, January 11, 2020.
6. Must read 2-3 leadership development books and one online leadership assessment, as assigned by CLL Director, prior to staff orientation and training. Books and access to online assessments will be supplied to each staff member 2 months prior to staff orientation and training.
7. Must have a keen interest in leadership development and the ability to work well with a diverse group of students, staff and faculty while demonstrating judgment, integrity and sensitivity to confidentiality and privacy.
8. Must be highly organized, have the ability to pay close attention to detail, produce work with high accuracy, and be reliable and responsible. Must also be a self-starter and someone who takes initiative, especially with developing means in which CLL could operate more effectively and efficiently.
9. Must be able to work independently or as part of a team on specialized projects and during events. Must also be able to effectively work with deadlines and produce work quickly.
10. Must be willing to maintain a positive work environment and be able to demonstrate a flexible and professional work ethic.
11. Must have knowledge of and/or experience with professional etiquette and office tasks, including professional dress code and appearance, customer service and front-desk reception, telephone usage, data entry, filing, facility set-up, and general operation of office equipment (fax, copy, and computer).

12. Must have the ability to lift and move boxes or furniture weighing up to 30lbs.
13. Must have knowledge of University policies and conduct and the UC Davis Principles of Community.
14. *Preferred, but not required*, skills include: experience with special event planning and coordination; public speaking with various sized audiences; communicating and working with diverse ages and professional levels; prior knowledge of leadership studies including theory, models, styles, concepts, and current trends.
15. *Preferred, but not required*, experience include: Completion of one or multiple certificate programs issued by the CLL; previous knowledge and experience with building community, peer-to-peer mentoring and/or coaching; experience with program development and implementation.

**How to Apply:**

Submit the Center for Leadership Learning Employment Application **AND** current resume via email or in person by **5:00pm on Friday, March 29, 2019** to:

Christie Navarro, Director  
Center for Leadership Learning  
1350 The Grove  
Email: [cdnavarro@ucdavis.edu](mailto:cdnavarro@ucdavis.edu)