

Graduate Intern: Success Coach

ABOUT DEPARTMENT:

Undocumented Student Programs provides holistic support to undocumented students and immigration-impacted students pursuing a higher education at UC Riverside. Our services include: academic coaching, career advising, legal support, financial aid resources, student leadership development, and extensive campus referral network.

Website: usp.ucr.edu

Instagram: [usp_ucr](https://www.instagram.com/usp_ucr)

INTERNSHIP DESCRIPTION:

This internship seeks to prepare one future student affairs practitioner with the skills and knowledge to support undocumented students in a higher education setting. The Graduate Intern Success Coach will learn to develop, plan, and implement support services and activities that enhance student satisfaction and student success. The Graduate Intern Success Coach will have the opportunity to not only help undocumented students but will also be provided a budget of \$500 to coordinate and plan an educational event/s of their choice.

DETAILS:

Pay Rate: Not Compensated

Hours Per Week: 10 Hours

Units Per Quarter: 4 Units

Term: Winter 2022

Supervisor: Ana Coria, Director

PROFESSIONAL DEVELOPMENT BENEFITS:

- Participate in hands-on/experiential learning opportunities with Undocumented Student Programs, which includes:
 - Learning to manage an event budget. Intern will have the freedom to create their own event with a budget of \$500.
 - Learning UC/UCR policies and procedures pertaining to financial aid, event planning, purchasing, employment, etc.
 - Learning event management plans that include all physical, technical, logistical, and staffing details.
 - Learning to develop partnerships with campus and community partners, student leaders, organization officers, and faculty/staff advisors for collaborative programming opportunities.
 - Learning to apply research to practice in an area of specialization within student affairs.
 - Learning to develop programmatic ideas and implement programs effectively.
 - Learning to apply student development theory(s) to student leader advisement in one-on-one and group settings.
- Professional Development Opportunities:

- Networking with different UCR and UC professionals/departments.
- Coaching and feedback regarding job seeking in higher education.
- Coaching in identifying leadership strengths and areas of continued development.
- Attending professional development trainings (as schedule permits).

ESSENTIAL DUTIES:

- Assisting with following up with R'Dream Scholarship recipients, this includes:
 - Assisting students with resume writing
 - Assisting students with their Economic Crisis Response Team application
 - Assisting students with drafting and editing scholarship personal statements
 - Helping students engage with university services;
 - Helping students understand their financial aid award
 - Helping students draft appeals to financial aid
- Assisting in the planning and coordination of educational & career programs, such as Entrepreneurship Conference, Alumni Networking Event, Career Panels, etc. Duties include:
 - Contacting speakers and vendors
 - Assisting with logistical planning of events and programs
 - Collaborating and communicating with campus and off-campus partners
 - Preparing promotional materials and assisting with evaluation mechanisms
- Perform other duties as assigned

REQUIREMENTS:

- Currently enrolled in a graduate program in UCR School of Education
- Experience working with undocumented students, **or** an interest in learning how to support undocumented students in a higher education setting

How to Apply:

Email your resume and cover letter by **Wednesday, December 22nd at 12pm** to Ana.Coria@ucr.edu with "Graduate Intern: Success Coach Application" in the Subject Line.