Department: University Center

Mission Statement

The University Center enriches campus life by providing student-focused opportunities, programs, services, and space.

Responsibilities

As a community center, The University Center is an integral part of the UM campus. SAIL interns will learn how UC programs, services, and facilities, when taken together, represent a purposeful plan for the community life of the college. Interns will meet individually with staff as well as shadow work units. Opportunity may arise to participate in Student Involvement programs.

Weekly Schedule*

Week One

1. Participate in an introductory meeting with the Director
   a. Review mission and office structure (org chart), staffing, etc.
   b. Discuss strategic plan and core values
   c. Overview on how the college union fits into the greater field of student affairs
   d. Overview on structure of student affairs; professional associations (NASPA, ACPA, ACUI); literature in the field; assessment, etc.
2. Tour facilities
3. Establish work schedule and four week plan
4. Provide access to resources and reading material

Week Two

1. Participate in a new employee orientation with Assistant Director for Student Involvement & Communications
   a. Review the UC4Me internal website
   b. Review UC Website
2. Interview the members of the UC Management team in order to
   a. Learn what their specific functions are
   b. Discuss how they became student affairs professionals
   c. Identify desirable tracks for education in this field
   d. Discuss suggested reading applicable to the field
3. Establish work schedule and four week plan
4. Provide access to resources and reading material

Week Three/Four

1. Observe/job shadow specific staff members
2. Attend selected UC staff meetings and trainings
   a. To observe interactions, leadership styles, group dynamics, etc.
   b. Learn issues, concerns, and trends facing college unions today, in particular those affecting our student union
Week Four

1. Attend an exit meeting with the Director to clarify any questions, review the Supervisors Evaluation of the Intern, and discuss interest in a 16 week spring rotation.

*Weekly schedule plans are included for comparison purposes only. Schedules may change based on events, student intern availability, and specific interests.

Observation and Job Shadow Opportunities
1. Participate in student programming activities; attend Student Involvement Network meeting; staff training, etc. (may require evenings and weekend hours).
2. Observe interactions with various client types and office dynamics in the area of Conference and Event Planning; learn balancing of revenue generation, customer service, and policy interpretation.

Recommended Reading
- Learning Reconsidered I/II

Learning Outcome
- Have an understanding the role of the College Student Union.

Assessment
Assessment will include, but is not limited to, the department’s evaluation of the SAIL intern following the four week rotation and the intern’s evaluation of the department.

Terms of Employment
This is a four week rotation with the option of continuing the next semester. The 15 – 20 hours per week schedule is flexible and is based on classes and availability. Students will be compensated at $10.00 per hour and receive an in-state tuition waiver.

How to Apply
Application process is through the SAIL program. For application and additional information, go to the Student Affairs website at www.umt.edu/sa

Department Contact Information
1. Adrianne Donald, UC Assistant Director for Student Involvement & Communications, 406-243-6029 or adonald@mso.umt.edu
2. Contact the SAIL Coordinator Byron Drake at 406-243-4139 or byron.drake@mso.umt.edu