



# USG First Year Intern Program

Updated June 2024

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## Section I: Onboarding

### 1.1) Share Position Descriptions

1.11) Position Descriptions will be shared with Interns.

1.12) Interns will review USG position descriptions during their first week in the office to be familiar with all positions on USG.

### 1.2) Intern Initial Project

1.21) The Student Body President will give the interns their first project(s) to work on together that are to be completed by them alone.

1.22) 2024-2025 Interns will first work on placing labels on each period project dispenser location. They will also research future locations for dispensers.

1.23) 2024-2025 Interns will also work on branding items that USG has donated to promote the efforts that USG takes.

### 1.3) Intern Request Form

1.31) Senators and Directors will request intern assistance on projects via Google Form.

The assistance must be meaningful to the interns development within USG. The president will go through requests and assign interns to projects.

## Section II: Program

### 2.1) Weekly Meetings

2.11) Interns and shadowers will have bi-weekly meetings with the Student Body President. If the president cannot meet, they will meet with the Vice President.

2.12) In these meetings they will give weekly updates to the president. These topics include, but are not limited to: weekly duties, current projects, recurring meetings, events, public appearances, legislation, reports, committees/vice chairs.

### 2.2) External Meetings

2.21) Project leads will be encouraged, but not required, to bring the intern to external meetings with them to show them what a meeting in the role looks like.

2.22) This can include: weekly meetings with Advisor Roshak, meetings with the Dean of their college (Senators), meetings with administrators (Office of the President, Directors), etc.

### 2.3) Shadowing

2.31) In January, each intern will shadow two positions that they are most interested in learning about. Each shadow period will last for one week. Interns will select who they are shadowing in December in order to give notice to those they are shadowing.

## **Section III: Reports**

### **3.1) Report Contents**

- 3.11) Interns will be expected to report out about the work they are doing during Public Meetings and in their Group Meeting reports.
- 3.12) They will submit reports via the USG Canvas page.

## **Section IV: Other Duties**

### **4.1) Miscellaneous Duties**

- 4.11) Maintain organizational strategies and coordinate office procedures for USG in conjunction with the General Assembly;
- 4.12) Attend committee meetings and provide assistance to the General Assembly representatives as needed;
- 4.13) Analyze and look for areas of interest within the bi-weekly Agenda;
- 4.14) Collaborate with General Assembly representatives on special projects;
- 4.15) Create new ways for USG to receive feedback and understand the needs of the student body;
- 4.16) Research and provide benchmarking information for special projects as delegated by the General Assembly;
- 4.17) Respond to emails in a timely manner and conducts USG business using e-mail and Slack correspondence;
- 4.18) Attend all Public USG Meetings and USG Student Organization Meeting