

Internship Details

College or University: Fashion Institute of Technology

Office: Department of Student Life

Internship Position Title: Student Life Intern

Hours per Week: 20 hours per week

Remuneration for Full Academic Year: \$25 per hour

Internship Start Date: Monday, August 5, 2024

Internship End Date: Friday, May 23, 2025

Can this internship be done remotely? (state yes or no): No

Does the posting depend on funding decisions that will be made later in the year (state yes or no): No

Supervisor Details

Supervisor Name/s: Christie Graziano

Supervisor Title: Director of Student Life

Supervisor Phone: 212-217-4132

Supervisor E-mail: christie_graziano@fitnyc.edu

Supervisor Office Location: Department of Student Life, A713, Fashion Institute of Technology, 227 W 27th Street, NY, NY 10001

Department Website: <https://www.fitnyc.edu/life-at-fit/department-of-student-life/index.php>

Information for Individuals Students Should Send Application To

Name 1: Christie Graziano

E-mail 1: christie_graziano@fitnyc.edu

Name 2: Julia Romano

E-mail 2: julia_romano1@fitnyc.edu

Job Description and Duties:

About the Fashion Institute of Technology:

The Fashion Institute of Technology (FIT), is a public institute that is a part of the State University of New York (SUNY) and an internationally renowned college of art, design, business and technology

with a strong emphasis on liberal arts. FIT is an urban city campus located in lower Manhattan. We are excited to invite applications for a Graduate Assistant in Student Life.

Graduate Assistant Position:

FIT Student Life strives to develop the co-curricular experience of students through thoughtful and holistic programming aimed at developing their spiritual, intellectual, social and multicultural experiences. Reporting to the Director of Student Life, the Graduate Assistant is to support the Department of Student Life by contributing to the daily tasks, functions, and operations of the Department. The Graduate Assistant is critical to building an active and vibrant FIT campus community for our students!

Graduate Assistant will:

- Support the Department of Student Life in all daily activities including but not limited to the management of student clubs and organizations, leadership and civic engagement programs, general programming/event support, and management of Student Life spaces including the meditation room, game room, club and organization rooms and lounges
- Support the Department of Student Life with logistics of scheduling, space reservations, individual event needs, and communications to FIT Students
- Support the Marketing and Communications of the Department of Student Life including managing the weekly update of the dining hall slides, our social media (Instagram) page on long and short term projects
- Assisting the Program Coordinator by providing on site supervision of events for clubs & organizations hosting evening hour programming
- Assist with the management of FITLink (powered by CampusLabs/Anthology) including but not limited to the development and distribution of the weekly "This Week @ FIT" email newsletter.
- Support the Department of Student Life in collecting and interpreting assessment data
- Assist with the planning, implementing, and evaluation of major events including New Student Orientation, Family Day, Leadership & Club Awards Gala, Grad Week, Stress Relief Week, etc.
- Co-supervise the student assistant program including the hiring, on-boarding, and evaluation of all undergraduate student employees
- Responsible for greeting visitors, responding to general email accounts and other front office administrative duties.
- Assist with other department needs as assigned

Selection Criteria include:

- Must be enrolled in a degree granting post-bachelors program in the field of Higher Education Administration, Student Affairs, College Personnel or related program during employment
- Must be in good judicial and academic standing with the institution where enrolled in the post-bachelors degree program
- Take initiative on projects and tasks; able to self-direct
- Must be a good communicator, be flexible, and able to think on their feet
- Ability to work with a diverse group of students
- Ideally have had prior student leadership and/or involvement experience

Benefits Include:

- Monetary Stipend (*paid \$25 per hour*)
- Eligible for [FIT Part-Time Employee Benefits](#)
- Forming valuable industry relationships
- Valuable leadership development, including, but not limited to transferable office and interpersonal skills

Terms of Employment:

This position will begin on or around Monday, August 5, 2024 and end on or around May 23, 2025. The Graduate Assistant will work a total of 20 hours per week for the Department of Student Life. This position will require a minimum 2 evening work shifts per week, on Tuesday, Wednesday or Thursday. Regular hours for the Department of Student Life are Monday through Friday 9 a.m. to 6 p.m.. **Hours are subject to change based on availability & needs of the Department.*

- Must be able to come to campus
- Must be able to work evening and weekend hours on occasion
- Must be able to attend all trainings and prep sessions
- Abide by the Fashion Institute of Technology and the Department of Student Life policies and procedures for staff members
- Remain positive and excited throughout all related activities

Additional Information:

Non-Discrimination Policy

FIT is committed to prohibiting discrimination in its programs, activities and employment, whether based on race, color, national origin, sex, gender, gender identity, religion, ethnic background, age, disability, marital status, sexual orientation, military service status, genetic information, pregnancy, familial status, citizenship status (except as required to comply with law), or any other criterion prohibited by law. Inquires regarding the non-discrimination policy may be directed to the Affirmative Action Office/Title IX Coordinator at 212-217-3360 and/or titleix@fitnyc.edu