

**Dean of Students Office Intern
Position Description
2015-2016**

Position Purpose

- To support Student Life staff by leading, coordinating, administering, and supporting programs and services
- To enhance the student's College experience by working with various student groups and through leadership development support
- To gain a greater understanding of the Student Life division and work environment

Expectations

- Report to the Dean of Students/Administrative Specialist
- Live on campus
- Attend mandatory, regularly scheduled Student Life Intern meetings and trainings
- Attend regular one-on-one meetings with supervisor/colleagues as needed
- Devote approximately 12-15 hours per week to the internship (structure to be determined by supervisor)
- Participate in professional development opportunities
- Participate in collaborative projects with other interns when appropriate
- Serve as a positive role model to students and other Student Life interns
- Maintain good working relationships with staff, faculty, and students
- Participate in fall leadership training
- Attend area meetings, and campus programs, as directed
- Support college policies and guidelines
- Maintain confidentiality

Principal Duties

- Coordinate Passport to Leadership program
- Work with members of the Student Life Division as necessary to implement Passport to Leadership
- Coordinate the Dean of Students Lunch Bunch (ad hoc monthly student leadership group)
- Serve as main support for campus NUFP (NASPA Undergraduate Fellows Program)
- Be a member of the DOS marketing team
- Serve as primary backup to the Administrative Specialist
- Coordinate and implement planning logistics for smaller event programs (e.g., webinars in collaboration with other offices, small lunch meetings, etc.)
- Additional duties as assigned by the Dean of Students/Administrative Specialist

Remuneration

- Double room rate credit on your student account towards your on campus housing