

Leadership & Service Intern Job Description

Office mission	Student Leadership & Service (SLS) engages students and other stakeholders in experiential education to support individual and collective development.
Position overview	Working in partnership with the director, student staff, community partners, other stakeholders, the Leadership & Service Intern leads the planning, implementation and assessment efforts for SLS programs.
Position tasks	<p>The Leadership & Service Intern may:</p> <ul style="list-style-type: none"> - facilitate weekly all-staff meetings - participate in regular one-to-one meetings with the SLS Director - lead strategic and annual planning efforts - produce the weekly SLS e-newsletter - co-manage SLS Coordinators with the SLS Director - plan, implement and assess professional development activities for SLS Coordinators - lead the planning efforts of SLS' annual awards ceremony - assist with SLS assessment and research projects - liaise between SLS and other groups on and/or off campus - drive students to and from various service-learning projects - complete site visits with community partners - compile, write, and/or co-facilitate leadership education curricula for fellow student leaders - coordinate some clerical tasks or other duties as needed
Position benefits	<p>Leadership & Service Interns will receive:</p> <ul style="list-style-type: none"> - double room rate credit to your student account towards your on campus housing - professional development and support from the director and other staff - opportunities to integrate this co-curricular work with your academic studies and research interests - meaningful connections with other students, staff, faculty and other stakeholders

Required Qualifications	<p>All candidates must have:</p> <ul style="list-style-type: none"> - participated in formal or informal leadership and/or service work within their family, faith community, school or otherwise - plans to study at Lewis & Clark College for the entirety of the 2015-2016 school year <p>All candidates must be able to work 15 hours/week during the 2015-2016 school year</p>
Preferred Qualifications	<p>Ideal candidates will have experience in one or more of the following areas:</p> <ul style="list-style-type: none"> - strategic or annual planning - public relations, organizational communication - service-learning facilitation - curriculum design - community service project management - event production - social justice education - assessment/research project design & implementation - leadership and/or service at Lewis & Clark College
Supervisor	<p>Harold McNaron Director, Student Leadership & Service Templeton 107 haroldmcnaron@lclark.edu 503 768 7076</p>