

**Student Support Service Intern
Position Description
2014-2015**

Position Purpose

- To allow a qualified student with significant campus leadership experience to gain added expertise in a variety of Student Life areas
- 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

Expectations

- Report directly to the Assistant Director of Student Support Services
- Live on campus
- Attend mandatory, regularly scheduled Student Life Intern meetings and trainings
- Attend regular one-on-one meetings with supervisor
- 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
- Assist with New Student Orientation via SSS (if possible)
- Support College policies and guidelines
- Maintain confidentiality

Principle Duties

- Maintain the Student Support Services listserv
- Establish an academic year calendar of activities, which includes at least one program serving the L&C community and other opportunities, including School Speak, etc.
- Coordinate meetings and events, including regular SSS Network meetings and other appropriate activities
- Collaborate with SSS staff to produce informational handouts and publicity materials for this office.
- Collaborate with other Student Life interns to plan, promote, and implement an appropriate number and range of programs
- Coordinate and maintain the Student Support Services Board that meets regularly to develop programs and activities, advise the Director of student concerns, and ensure continuity in student involvement
- Serve as a student liaison to the Office of Student Support Services, explaining policies, assisting students in understanding learning differences and other disabilities, sharing advice and eliciting feedback, and reporting to the Assistant Director of Student Support Services in areas needing improvement
- Additional duties as assigned

Qualifications

- Prior leadership experience at Lewis & Clark College
- a minimum cumulative GPA of 2.75*
- good academic and disciplinary standing
- full-time undergraduate student status
- must have previous experience with and familiarity with the Student Support Services office

Remuneration

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

**students who do not meet the minimum gpa requirements can still apply but must address the following questions in their cover letter:*

- 1. How do you monitor your academic progress to ensure you do well in your coursework?*
- 2. How do you effectively balance your time?*