

# **Lewis & Clark College**

## **2009-10 Multicultural Affairs Internship Position Description**

### **Position Purpose**

- To allow qualified students with significant leadership experience to gain added experience in a variety of areas in the Division of Student Life
- To support Student Life staff by leading, coordinating, administering, and supporting programs and services
- To enhance the student's college experience and to engage others by working with various student groups and through leadership development opportunities

### **General Expectations**

- Report directly to the Associate Dean of Students/Director of Multicultural Affairs
- Attend mandatory scheduled Student Life Intern meetings and training sessions
- Collaborate with fellow Student Life Interns on special projects and programs
- Attend regular one-on-one meetings with supervisor
- Devote 20 hours per week to the internship (15 hours a week to be determined by supervisor i.e. office work, programs, projects, etc. and 5 hours a week for professional development to be directed by supervisor)
- Serve as a positive role model to the Lewis & Clark College community
- Maintain a good working relationship with students, faculty and staff
- Attend and participate in New Student Orientation/Parents Preview and at least three of the following programs: Pío Fair, Homecoming Week activities, Fall Ball, academic symposia, Martin Luther King, Jr. Celebration, Spring Activities Fair, Casino Night, International Fair/Family Weekend, Pow Wow, Lu'au and Sunburn (additional programs may be required and are also an option with prior approval from your supervisor)
- Participate in Fall Leadership Training
- Attend other campus programs and/or meetings as directed by supervisor
- Attend professional development opportunities as directed by supervisor
- Support all College policies, procedures and guidelines
- Maintain confidentiality

### **Principle Duties**

- Assist with the coordination of the Lewis & Clark Intercultural Network for Connecting Students (LINCS) program, including working with the Associate Director to organize meetings, plan and implement programs, lead discussions and train LINCS leaders
- Maintain the Office of Multicultural Affairs databases, website and Facebook page
- Work with staff to develop publicity for Office of Multicultural Affairs programs
- Serve as student coordinator for the annual Salsa Fiesta in the Spring semester
- Assist with the organization and planning of all aspects of the Martin Luther King, Jr. Celebration, various Heritage Months, Salsa Fiesta, and the monthly Speaking of Diversity forums
- Attend all Office of Multicultural Affairs events and activities, and assist with the planning and logistics of the programs when needed
- Represent the Office of Multicultural Affairs in meetings and programs both on- and off-campus
- Additional duties as assigned

**Qualifications:** Demonstrated leadership experience at Lewis & Clark, a minimum cumulative GPA of 2.75, good academic and disciplinary standing, and full-time undergraduate enrollment. Interns must be available for at least two required orientation/training sessions during the Spring 2009 semester. Interns are required to be back on-campus and ready to begin training on Monday, August 17, 2009.

**Remuneration:** Credit to your student account equivalent to residence hall (double occupancy) housing and a 14-meal plan **or** on-campus apartment housing and 575-point flex plan (contingent upon student's acceptance to the apartments in accordance with Campus Living guidelines).