

**Career Development Center
Student Life Intern
Position Description
2015-2016**

Position Purpose

- To allow a qualified student with significant campus leadership experience to gain added expertise in fields related to Higher Education and Student Affairs.
- To support Student Life staff by leading and administering marketing strategy.
- To enhance the student's College experience through professional development in a working environment.

About the Career Development Center

Through comprehensive and holistic career services, the Career Development Center supports students in developing the necessary knowledge, skills and experiences for lives that are intellectually challenging, professionally enriching, and personally fulfilling. Our core services include career counseling, internships, job search planning and resources, and graduate school assistance.

We are guided by the liberal arts experience and value the following:

- *Individual Strengths and Diversity:* We respect and support the unique differences and specific needs of students/alumni.
- *Exploration and Discovery:* We strive to provide a place for students/alumni to understand, appreciate and distinguish themselves.
- *Responsible Engagement:* We encourage students to intentionally engage in their learning, personal growth, and community.
- *Creativity and Innovation:* We believe thinking outside of the box leads to learning, growth, and self-actualization.
- *Experiential Learning:* We promote learning experiences that enhance career development, leadership, and professional skills.

Vision: We strive to develop student confidence and competence to pursue and achieve their academic, professional and personal goals by providing a full-spectrum of innovative career services and resources.

The ideal applicant will have interests and/or experience related to:

- Designing and implementing marketing strategies, specifically print materials.
- Program planning and general administrative tasks.

The ideal applicant will have the following skill sets:

- Superior communication skills, both written and oral
- Strong attention to detail
- Ability to solve problems independently
- Professional demeanor
- Reliable and dependable
- Strong work ethic
- Ability to take initiative and work independently

Qualifications

- Prior leadership experience at Lewis & Clark College required
- Minimum GPA of 2.75*
- Full-time undergraduate student status
- Experience with CDC programs and services preferred
- Experience implementing marketing strategies preferred

Expectations

- Represent the values and mission of CDC and serve as a role model to students, student workers, and other Student Life interns.
- Serve as an ambassador for CDC to the Lewis & Clark Community.
- Attend mandatory, regularly scheduled Student Life Intern meetings and trainings.
- Attend regular one-on-one meetings with supervisor and bi-weekly CDC staff meetings.
- Devote approximately 12-15 hours per week to the internship (structure to be determined by supervisor).
- Complete marketing initiatives in a professional and timely manner.
- Outreach to students and student groups on behalf of CDC.
- Support and attend CDC programs, as requested.
- Support College policies and guidelines.
- Maintain confidentiality.
- Live on campus.
- Other duties as assigned or as interests develop.

Remuneration

- Opportunity to take advantage of the CDC's resources to develop strong direction and a clear sense of your path and purpose.
- Double room rate credit towards your on campus housing.

*students who do not meet the minimum GPA requirements can still apply but must address the following:

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