

Student Activities Position Description

Internship Program Purpose

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

Internship Program Mission

The mission of the Student Life Internship program is to provide students practice within the roles of Higher Education, Public Administration, and Student Affairs while simultaneously developing their own professional skills to prepare them for their post Lewis & Clark experiences.

About Student Activities

Student Activities at Lewis & Clark is more than just social events, student organizations, and building one's resume. We strive to provide opportunities for you to become an active member of our community. There are many activities available for you to enjoy and explore, which in turn compliment your overall education. In other words, we want you to get involved in campus life so that you will get the most out of your Lewis & Clark experience!

The ideal application will have interests related to:

- Assessment
- Student organizations
- Event planning
- Student media
- Social Media
- Web Design

The ideal applicant will have an understanding of the following skill sets and a willingness to develop them:

- Practical Competence (communicate effectively, pursue goals, maintain wellbeing, and engage with technology)
- Learning, Application, and Integration (acquire, process, and connect information to make decisions)
- Interpersonal Development (build healthy relationships, work collaboratively with teams, and manage conflict)
- Intrapersonal Development (articulate your personal talents, skills, values, and act with integrity)
- Critical Thinking and Problem Solving (identify issues, reflect, and creatively develop solutions)
- Humanitarianism and Civic Engagement (understand and appreciate individual differences, and develop a sense of global citizenship)

Expectations

- Represent the mission of Student Activities
- Serve as an ambassador for Student Activities to the Lewis & Clark community
- Report directly to the Director of Student Activities
- Live on campus
- Attend mandatory, regularly scheduled Student Life Intern meetings and trainings
- Attend regular one-on-one meetings with supervisor
- Devote 12-15 hours per week to internship (structure to be determined by intern and supervisor)
- Participate in collaborative projects with other interns when appropriate
- Serve as a positive role model to students, student leaders, student workers, and other Student Life Interns

- Maintain a good relationship with faculty, staff, and students
- Provide training to Student Activities' student workers as appropriate
- Attend meetings and campus programs, as directed
- Support College policies and guidelines
- Maintain confidentiality
- Outreach to student organizations on behalf of Student Activities
- Assist with events and programs coordinated by different Student Life departments as needed
- Other duties as assigned or as interests develop

Qualifications

- Prior leadership experience at Lewis & Clark required
- Minimum GPA of 2.75*
- Full-time undergraduate student status
- Experience with programs supported by Student Activities preferred

**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?*

Remuneration

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