



Purpose

The purpose of the student life intern position is to allow a qualified student with campus experience to gain significant leadership development and added expertise in a variety of Student Life areas. The IME student intern supports IME's mission and is dedicated to IME's core values of diversity, inclusion, multicultural engagement, and social justice.

IME Mission Statement

IME takes a leading role in Lewis & Clark's efforts in the division of Student Life toward its commitment to a diverse, inclusive, and equity-oriented campus community. We engage students, faculty, staff, and community partners to promote an inclusive campus climate; provide academic, social, and programmatic support to students from underrepresented communities; and help students develop a greater understanding of their global citizenship through the intercultural exchange of ideas and traditions.

Expectations and Principal Duties

- Serve as a program coordinator and peer educator in the "IME Wokeshop" series on topics of diversity, equity, and social justice, which includes facilitating dialogues, workshops, and other learning events
- Manage and distribute IME's weekly newsletter
- Provide support and guidance to the two IME undergraduate student peer educators (IME student staff)
- Host weekly IME R&Rs in a rotation with the other 2 peer educators (IME R&Rs are weekly de-stress events from 5-6pm in the MRC - Multicultural Resource Center)
- Plan, coordinate, and execute the IME Banquet which occurs in spring semester, typically first Wednesday after Spring Break
- Assist with planning and execution of IME signature events such as Welcome Week, Great Expectations Retreat, and other collaborative events
 - *Welcome Week*: a week-long series of events introducing IME and our programs and services to the student body during the first week of classes
 - *Great Expectations*: peer mentor program made to support incoming students from underrepresented communities in their transition into college throughout their first year. This includes a weekend retreat in September 2019
- Participate in professional development opportunities, including trainings, leadership retreats, and collaborative projects with other interns when appropriate
- Positively represent IME as a department and LC by serving as a role model to students and supporting college policies
- **Return to campus early in Fall 2019 (namely around August 28, 2019).** Interns are allowed to return early to campus early for the Spring semester at the discretion of their supervisor.

Time Commitment and Compensation

- Devote approximately 12-15 hours per week to the internship (including night and weekend workshops/events)
- Attend regular one-on-one meetings with supervisor and weekly staff meetings
- Attend Student Life Intern meetings and trainings
- Attend committee meetings and campus programs, as directed
- Interns must be available for the following events/dates:
 - *Great Expectations mentor training* during New Student Orientation (August 29-31, 2019), with ideal move-in date as Wednesday, August 28, 2019.
 - *Great Expectations Retreat* most likely September 14-15, 2019
 - *IME Banquet* from 5-7pm on April 1, 2020
 - *Wokeshops* every other Tuesday evening from 6-7:30pm
 - *R&Rs* every Wednesday from 5-6pm

As compensation, the intern will receive credit to your student account in the amount equivalent to a double occupancy room rent towards your campus housing. Interns must live on campus.

Qualifications and Application

- Full-time undergraduate student status required
- Minimum GPA of 2.75*; 3.0 *preferred*
- Prior student leadership experience required, could be at Lewis & Clark or elsewhere
- Must demonstrate knowledge of and interest in learning about diversity, equity, and inclusion
- Must demonstrate experience in planning and executing events
- Preferred skills and competencies: organization, attention to detail, facilitation, diplomacy

*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 and (2) how do you effectively balance your time?

Questions/Comments/Concerns? E-mail Angela Gintz, Director of Inclusion & Multicultural Engagement at angelagintz@lclark.edu.