

Student Leadership and Service Intern position description

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| Office mission | Student Leadership and Service (SLS) engages students and other stakeholders in experiential education and civic action to support individual and collective development. |
| Position overview | Working in partnership with the director, student staff, community partners, other stakeholders, the SLS Intern co-facilitates the planning, implementation and assessment efforts for SLS programs. |
| Position tasks within SLS | <p>The SLS Intern will:</p> <ul style="list-style-type: none"> - facilitate weekly all-staff meetings (Mondays at 5:00 – 6:30pm) - participate in regular one-to-one meetings with the SLS Director - produce the weekly SLS e-newsletter - lead the planning efforts of SLS' annual awards ceremony - coordinate SLS student staff tabling and promotion events - assist with NSO Service Day and MLK Service Day - coordinate some clerical tasks or other duties as needed <p>The SLS Intern may also:</p> <ul style="list-style-type: none"> - assist with SLS assessment and research projects - liaise between SLS and other groups on and/or off campus - plan, implement and assess social, team-building activities for SLS student staff - coordinate rental vehicle driving schedules and maintenance - drive students to and from various service-learning projects - complete site visits with community partners - compile, write, and/or co-facilitate leadership education curricula for fellow student leaders - represent SLS at committee meetings - co-lead strategic and annual planning efforts |
| Position benefits | <p>The SLS Intern will receive:</p> <ul style="list-style-type: none"> - free housing (at double room rate) - professional development and support from the director and other staff - opportunities to integrate this co-curricular work with your academic studies and research interests - meaningful connections with other students, staff, faculty and other stakeholders |
| Required Qualifications | <p>All candidates must have participated in formal or informal leadership and/or service work within their family, faith community, school or otherwise.</p> <p>All candidates must be prepared to:</p> <ul style="list-style-type: none"> - Study at Lewis & Clark College for the entirety of the 2019-2020 school year |

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| | <ul style="list-style-type: none"> - Work 12-15 hours/week during the 2019-2020 school year - Maintain full-time student status (minimum 12 credit hours each semester*) and a cumulative GPA of 2.5 or higher - Be present on campus to start work August 16, 2019 <p><i>*If an intern is in their final semester and not required to enroll in 12 credits, they will work with their supervisor and the Director of Housing to identify the best strategies to continue with their internship.</i></p> |
| Preferred Qualifications | <p>Ideal candidates will have experience in one or more of the following areas:</p> <ul style="list-style-type: none"> - social justice education - leadership and/or service at Lewis & Clark College - public relations, organizational communication - meaningful meeting facilitation - strategic or annual planning - service-learning facilitation - curriculum design - community service project management - event production - assessment/research project design & implementation |
| Supervisor | <p>Harold McNaron Director, Student Leadership & Service Templeton 237 haroldmcnaron@lclark.edu 503 768 7076</p> |