

Alumni and Parent Programs

Student Life Intern

Scope of Work - 2019-20

Office mission	<p>Our mission is to foster life-long connections that engage alumni, students and their families with Lewis & Clark College. We provide a wide range of programs, outreach and services for the Pioneer family that:</p> <ul style="list-style-type: none"> ● Connect students with a supportive network of alumni and other constituents emphasizing their future career success. ● Build a culture of philanthropy encouraging contribution of time, talent, and financial resources. ● Advance the college's reputation and promote pride, tradition, and loyalty.
Position overview	<p>Working in partnership with the Senior Associate Director, APP team, alumni, parents and other constituents the APP Intern will outreach to students, alumni, and parents by assisting with communications, marketing, event planning and volunteer management.</p>
Position	<p>The APP Intern may:</p> <ul style="list-style-type: none"> ● Develop and Coordinate the Class Correspondence representative system. ● Assist with the publication of the monthly e-newsletters for alumni and parents. ● Assist with implementation of a number of Black and Orange Parties and support volunteers. ● Recruit alumni and support one Reunion Class Committee. ● Assist with APP social media efforts. ● Assist with APP assessment and research projects. ● Support establishing a Chapter in a designated city or region, helping recruit alumni leadership, plan and promote events. ● Participate in regular one-to-one meetings with Senior Associate Director, a monthly APP staff meeting, and monthly alumni weekend meetings. ● Develop an awareness campaign for students to grow in understanding of APP programs and "alumni-hood". ● Interview alumni and write profiles for use in a variety of publications including the APP website. ● Serve as an academic department liaison facilitating greater connections between APP, department faculty/staff and department alumni. ● Provide general assistance as part of a team to support Homecoming, Alumni Honors Banquet, Alumni Weekend, Sophomore Soiree, Senior Experience, support to Board of Alumni Committees and other regional/campus events.
Commitment	<p>The APP Intern will:</p> <ul style="list-style-type: none"> ● A typical work week would include 10-12 office hours, a few hours at events or running errands. ● Work an average of 15 hours a week including required meetings. ● This will be balanced by dedicated significant hours on some key weekends including 10/25-29, 12/7, and 2/21-22.

Position benefits	<p>The APP Intern will receive:</p> <ul style="list-style-type: none"> ● Professional development and support from the Senior Associate Director and other APP staff ● Free housing (at double room rate) ● Opportunities to develop meaningful connections with other students, alumni and parents.
Required Qualifications	<p>All candidates must be prepared to:</p> <ul style="list-style-type: none"> ● Be enthusiastic about work with constituents and support to volunteers. ● Study at Lewis & Clark College for the entirety of the 2019-2020 school year ● Work 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 <p><i>*If an intern is in their final semester and not required to enroll in 12 credits, they will work with their supervisor 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"> ● Strong writing skills ● Event planning and implementation ● Experience with marketing, strategic use of social media, and other outreach ● Work with volunteers and/or leadership on a team ● Work with technology, websites, Google Docs, etc.
Supervisor	<p>Emily Decker '85 Senior Director, Alumni and Parent Programs Alumni Gatehouse emily@lclark.edu 503-768-7838</p>