

**Career Center
Communications Student Life Intern
Position Description
2019-2020**

Position Purpose

- To support Career Center staff by assisting in implementing and executing communications strategies and initiatives for the 2019-2020 year.
- To allow a qualified student with significant campus leadership experience to gain added expertise in fields related to Higher Education and Student Affairs.
- To enhance the student's college experience through professional development in a working environment.

Qualifications

- Prior leadership experience at Lewis & Clark College required.
- Minimum GPA of 2.75*
- Full-time undergraduate student status.
- Experience with Career Center programs and services preferred.
- Experience with communications preferred.

Expectations

- Represent the values and mission of the Career Center and serve as a role model to students, student workers, and other Student Life interns.
- Maintain Career Center's social media platforms including Facebook, Instagram, and Twitter, using Hootsuite.
- Update events-related information on the Career Center website.
- Draft editorial pieces for Career Center's weekly newsletter, including featured jobs and internships.
- Attend mandatory, regularly scheduled communications and employer relations meetings.
- Attend regular one-on-one meetings with supervisor, and Career Center staff meetings.
- Devote approximately 12-15 hours per week to the internship (structure to be determined by supervisor).
- Complete communications initiatives in a professional and timely manner.
- Create tailored outreach to departments and student organization regarding Career Center events.
- Oversee Resident Career Advisor and Peer Career Advisor social media goals for timeliness and completion.
- Assist with event marketing as needed.
- Support college policies and guidelines.
- Maintain confidentiality.
- Other duties as assigned or as interests develop.

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About the Career Center

Through comprehensive and holistic career services, the Career 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 and alumni.
- *Exploration and Discovery*: We strive to provide a place for students and 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 that 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.
- Designing promotional graphics and materials in both digital and print formats.
- Social media, specifically including Hootsuite, Twitter, Instagram, and Facebook.

The ideal applicant will possess the following characteristics and 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.

Remuneration

- Throughout this position, you will have the opportunity to take advantage of the Career Center's resources to develop a strong direction and clear sense of your path and purpose. This includes working with Career Center counselors and staff to develop your

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professional portfolio, search for jobs and internships, complete assessments, and much more.

- In exchange for your work, you will receive a credit to your student housing account equivalent to a double-room housing rate for the year.

Please direct any questions about this position to Nina Olken, Associate Director of the Career Center, at: jolken@lclark.edu

*Students who do not meet the minimum GPA requirements may still apply but must address the following in your application:

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