

TCK Intern for International Students & Scholars

Position Description

2008-2009

Position Purpose

- To allow a qualified student with significant campus leadership experience to gain added expertise in a variety of Student Life areas.
- To support Student Life staff by leading, coordinating, administering, and supporting programs and services.
- To enhance the students' College experience by working with various student groups and through leadership development support.

Expectations

- Report directly to the Director of International Students and Scholars, or his designate.
- Attend mandatory, regularly scheduled Student Life Interns meetings and trainings; plan and execute a group intern project.
- Attend regular one-on-one meetings with supervisor.
- Devote 10-15 hours per week to the internship (structure to be determined by supervisor).
- Serve as a positive role model to students and other Student Life interns.
- Maintain good working relationships with staff, faculty and students.
- Attend and participate in New Student Orientation and at least three of the following programs: Homecoming, PowWow (Native Student Union Event), Ray Warren Multicultural Symposium, Martin Luther King, Jr. Day Celebration, Casino Night, International Fair/Family Weekend, and Lu'au.
- Support College policies and guidelines; maintain confidentiality.

Principal Duties

- Support efforts to retain and recruit Third Culture Kids (TCKs).
- Maintain TCK database, web page, and listserv.
- Establish an academic year calendar for activities.
- Coordinate meetings and events, including NSO reception, TCK Advisory Board meetings, TCK group activities (especially TCK Tuesday), Education Team, and Senior Dinner.
- Work with Public Relations to write articles featuring TCKs and their activities.
- Assist with updates of the TCK brochure to be used for recruiting.
- Coordinate with Multicultural Student Services on the LINC'S program; with Career Advising on the International Job and Internship Fair, and other career events for TCKs.
- Work closely with the Multicultural Akin theme floor to implement programs.
- Coordinate the Conversation Partner program for AES students.
- Collaborate with other Student Life interns to plan, promote, and implement an appropriate number and range of diversity- and multicultural-based programs.
- Assist with the organization of the International Fair.
- Work with Campus Living Advisors to ensure appropriate level of educational and social programming opportunities in the residence halls.
- Maintain a great working relationship with the multicultural groups on campus, especially the ISLC Board.
- Additional duties as assigned.

Qualifications

Prior leadership experience at Lewis & Clark College required. Desire to continue work in Student Affairs or TCK-related field preferred. Minimum GPA of 2.75. Full-time undergraduate student status.

Remuneration

Credit on your student account equivalent to residence hall (double occupancy) and a 14 meal plan **OR** on-campus apartment and 500-flex plan, contingent upon student's acceptance to the apartments in accordance with Campus Living guidelines.