

**Career Development Center
Student Life Intern
Position Description
2014-2015**

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 student's College experience by working with various student groups and through leadership development support

About the Career Development Center

The Career Development Center prepares and empowers students and alumni to achieve their post LC goals. Through comprehensive and holistic career services, we support students in developing the necessary knowledge, skills and experiences for lives that are intellectually challenging, professionally enriching and personally fulfilling.

We are guided by the liberal arts experience and value:

- Individual Strengths and Diversity
 - We respect and support the unique differences and specific needs of students/alumni.
- Exploration and Discovery
 - We strive to provide a place for students/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 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 related to:

- Marketing/Promotions
- Research
- Career Development
- Social Media
- Web Design
- Event Planning

The ideal applicant will have the following 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
- Event planning experience
- Sales/Marketing/Promotions experience

Qualifications

- Prior leadership experience at Lewis & Clark College required
- Minimum GPA of 2.75*
- Full-time undergraduate student status
- Experience with CDC programs and services preferred
- Tech-Savvy

Expectations

- Represent the values and mission of CDC
- Serve as an ambassador for CDC to the Lewis & Clark Community
- Report directly to the Assistant Director of the Career Development Center
- Live on campus
- Attend mandatory, regularly scheduled Student Life Intern meetings and trainings
- Attend regular one-on-one meetings with supervisor
- Devote approximately 12-15 hours per week to the internship (structure to be determined by supervisor)
- Participate in collaborative projects with other interns when appropriate
- Serve as a positive role model to students, student workers and other Student Life interns
- Provide training to student assistants and community engagement coordinators when needed
- Attend area meetings and campus programs, as directed
- Support College policies and guidelines
- Maintain confidentiality
- Attend weekly CDC staff meetings as well as other staff meetings as directed
- Outreach to students and student groups on behalf of CDC
- Other duties as assigned or as interests develop

Remuneration

- A benefit to working in CDC is the chance to take advantage of our resources to develop strong direction and a clear sense of your path and purpose in life.
- Credit to your student room account equivalent to double-room housing rate.

*students who do not meet the minimum GPA requirements can still apply but must address the following:

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