

**Department of Inclusion and Multicultural Engagement (IME) 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 Lewis & Clark experience by working with various student groups and through leadership development support

Expectations

- Reports directly to the IME Program Manager
- 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 professional development opportunities
- Participate in collaborative projects with other interns when appropriate
- Serve as a positive role model to students and other Student Life interns
- Maintain good working relationships with staff, faculty and students
- Assist with IME's Welcome Week
- Participate in fall leadership training
- Attend area meetings, and campus programs, as directed
- Support college policies and guidelines
- Maintain confidentiality
- Interns must be available just prior to New Student Orientation during the summer (as determined by supervisor)

Principal Duties

- Assist with planning of all aspects of the Martin Luther King Jr. Celebration, four (4) Heritage Months, multicultural leadership programming, and speakers and events
- Work with staff to develop publicity for IME programs and services
- Develop and coordinate monthly student discussion groups, the Diversity Dialogues Series and the Students of Color Speakeasy
- Serve as the student coordinator of the annual Salsa Fiesta (April), in partnership with Foreign Languages
- Promote and attend a full slate of IME events and activities.
- Represent IME on the Ray Warren Symposium Steering Committee
- Serve as a facilitator during the Multicultural Engagement Fall Student Retreat
- Additional duties as assigned by the Program Manager or Director

Qualifications

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

Remuneration

Credit to the Intern's student account equivalent to room rent (double occupancy).

**students who do not meet the minimum GPA requirements can still apply but must address the following questions in their cover letter:*

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