

**Student Support Service 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 Support Services 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

- Report directly to the Director or Assistant Director of Student Support Services
- 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 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 New Student Orientation
- Participate in fall leadership training
- Attend area meetings and campus programs, as directed
- Support College policies and guidelines
- Maintain confidentiality
- Interns must be available to before New Student Orientation during the summer (as determined by supervisor)

Principle Duties

- Maintain the Student Support Services database, listserv, and maintain the SSS Network website
- Establish an academic year calendar of activities, which includes at least one program serving the L&C student body and may include one serving the Portland community
- Coordinate meetings and events, including regular SSS Network meetings and other appropriate activities
- Update and/or maintain the Student Support Services website and the Faculty and Staff Resource Handbook
- Collaborate with other Student Life interns to plan, promote, and implement an appropriate number and range of programs

- Coordinate and maintain the Student Support Services Board that meets regularly to develop programs and activities, advise the Director of student concerns, and ensure continuity in student involvement
- Serve as a student liaison to the Office of Student Support Services, explaining policies, assisting students in understanding learning differences and other disabilities, sharing advice and eliciting feedback, and reporting to the Director of Student Support Services in areas needing improvement
- Additional duties as assigned

Qualifications

- Prior leadership experience at Lewis & Clark College
- a minimum cumulative GPA of 2.75*
- good academic and disciplinary standing
- full-time undergraduate student status
- must have previous experience with and familiarity with the Student Support Services office

Remuneration

Credit to the Intern's 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 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 effectively balance your time?*