

Lewis & Clark College
Third Culture Kids/International Students & Scholars
Intern Position Description
2014-2015

Position Purpose

- To allow a qualified student with significant campus leadership skills and background to gain practical experience facilitating LC's TCK program
- To support ISS staff by leading, coordinating, administering, and supporting programs and services as detailed below
- To enhance the student's College experience by working with various student groups and through leadership development support

Expectations

- Report directly to the Director of International Students and Scholars
- 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 relationship 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 before New Student Orientation during the summer (as determined by supervisor)

Principle Duties

- Support efforts to recruit, retain, and support Third Culture Kids (TCKs)
- Maintain TCK database, website, Facebook page, and listserv
- Establish and maintain an academic year calendar for TCK activities
- Coordinate meetings and events, such as the New Student Orientation reception, TCK Advisory Board meetings, TCK group activities (especially TCK Tuesday), the TCK Symposium, Education Team outreach and the Senior Dessert
- Work with Public Relations to write articles featuring TCKs and their activities
- Assist with updates to the TCK brochure to be used for recruiting

- Coordinate with other Student Affairs offices on mentoring; International Job and Internship Fair, career events for TCKs, etc.
- Work closely with staff on the implementation of programs for the Akin Multicultural theme floor and Multicultural Fair
- Coordinate the Conversation Partner program for AES students
- Assist as needed with the organization of the International Fair
- Work with Resident Advisors to ensure appropriate level of educational and social programming opportunities in the residence halls
- Maintain a great working relationship with the multicultural and international student organizations on-campus, especially the ISLC Board
- Assist the International Students & Scholars staff with any projects designed to support TCKs and/or international students
- Additional duties as assigned

Qualifications

- Prior leadership experience at Lewis & Clark College required
- Minimum GPA of 2.75*
- Full-time undergraduate student status

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?*