

# Lewis & Clark College

## 2009-10 Student Life Intern Selection Process

Thank you for your interest in the Lewis & Clark College Student Life Internship Program.

Each year seven Student Life interns are selected to work with the Student Life and Alumni & Parent Programs staff to lead programs, provide services; improve the quality of the student experience at Lewis & Clark, and to learn about a possible career in Student Affairs in higher education. Student Life interns provide significant support to individual departments through a variety of programming, advising and administrative tasks. Candidates are strongly encouraged to speak with the supervisor and current intern in the office where the internship is being sought. The current internship areas are listed below along with the names and contacts for the 2008-09 interns and their supervisors:

### Campus Living

Intern: Katie Haffner – [khaffner@lclark.edu](mailto:khaffner@lclark.edu)

Supervisor: Kelly Hoover – [hoover@lclark.edu](mailto:hoover@lclark.edu)

### Multicultural Affairs

Intern: Jessica Mullins – [jmullins@lclark.edu](mailto:jmullins@lclark.edu)

Supervisor: Shavette McGhee – [smcgee@lclark.edu](mailto:smcgee@lclark.edu)

### Student Alumni Association/Alumni & Parent Programs

Intern: *New internship for the 2009-10 academic year!*

Supervisor: Tanya Sloan – [tanya@lclark.edu](mailto:tanya@lclark.edu)

### Third Culture Kids/International Students & Scholars

Intern: Daniel Bae – [dbae@lclark.edu](mailto:dbae@lclark.edu)

Supervisor: Greg Caldwell – [caldwell@lclark.edu](mailto:caldwell@lclark.edu)

### Center for Career & Community Engagement

Intern: Aukeem Ballard – [aballard@lclark.edu](mailto:aballard@lclark.edu)

Supervisor: Laura Snider – [snider@lclark.edu](mailto:snider@lclark.edu)

### Student Activities

Intern: Maddy Abulencia – [maddy@lclark.edu](mailto:maddy@lclark.edu)

Supervisor: Jason Feiner – [jfeiner@lclark.edu](mailto:jfeiner@lclark.edu)

### Student Support Services

Intern: Matt Lundberg – [mattl@lclark.edu](mailto:mattl@lclark.edu)

Supervisor: Dale Holloway – [holloway@lclark.edu](mailto:holloway@lclark.edu)

Candidates are expected to have significant leadership experience, be familiar with the services and opportunities at Lewis & Clark and have a considerable understanding of the department for which they are applying. An interest in a possible career in the Student Affairs field is preferred. Detailed position descriptions for the internships are available at <http://www.lclark.edu/dept/activity/internships.html>.

**Experience and skills gained:** Specific learning outcomes have been developed for the Student Life Internship Program. These outcomes and skills should be achieved and demonstrated by the end of the academic year. Through the development of a learning contract between the intern and supervisor concerning the internship experience, interns will grow intellectually and personally, improve their leadership skills, and broaden their possible career choices. The Student Life interns will also be able to demonstrate:

- Improved problem-solving skills
- Effective communication, including written, oral, and listening skills
- Enhanced event and program planning skills
- Effective membership and participation in a diverse group
- Accurate assessment of student needs and skills to facilitate appropriate referrals for further assistance
- Strong administrative skills, including delegation, planning, time management and organization
- Ability to plan and facilitate effective meetings
- Successful creation and maintenance of a full, balanced schedule with a variety of commitments
- Ability to motivate others toward a common goal

**Application process:** To apply please submit a resume and cover letter to the Student Activities Office, MSC 187, Templeton Campus Center or [activity@lclark.edu](mailto:activity@lclark.edu), by 4:00 P.M. on Wednesday, February 18, 2009. In your cover letter please be sure to include your motivation for seeking the position, what you hope to contribute to the department you are applying to, Student Life, the College as a whole, and what you hope to gain from the experience. If you wish to apply for more than one position, please submit separate cover letters and resumes. The timeline for selection is as follows:

#### Q&A Session

#### Application deadline

#### Interviews

#### Positions offered

Noon, Friday, February 4, 2009 in Monteith/Templeton Campus Center

4:00 P.M., Wednesday, February 18, 2009

Monday, February 23 – Wednesday, February 25, 2009

Thursday, February 26, 2009

**Qualifications:** Demonstrated leadership experience at Lewis & Clark, a minimum cumulative GPA of 2.75, good academic and disciplinary standing, and full-time undergraduate enrollment. Interns must be available for at least two required orientation/training sessions during the Spring 2009 semester. Interns are required to be back on-campus and ready to begin training on Monday, August 17, 2009.

**Remuneration:** Credit to your student account equivalent to residence hall (double occupancy) housing and a 14-meal plan *or* on-campus apartment housing and 575-point flex plan (contingent upon student's acceptance to the apartments in accordance with Campus Living guidelines).

For more information, please feel free to contact Laura Snider at x7076 or [snider@lclark.edu](mailto:snider@lclark.edu), Jason Feiner at x7122 or [jfeiner@lclark.edu](mailto:jfeiner@lclark.edu), or the supervisor of the internship for which you are interested in applying for.