Student Activities
Position Description
2011-2012

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

Expectations

- Report directly to the Director of Student Activities
- 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 attend SLI before New Student Orientation during the summer.

Principle Duties

- Maintain Student Activities website.
- Work closely with Student Senate and Campus Activities Board, as well as other student organizations, to ensure well-coordinated, significant, appropriate and purposeful programs and activities.
- Assist with student organization support, including leadership and advisor development programs.
- Assist with Student Senate and ASLC Cabinet support, as needed.
- Coordinate Pio Fair (fall) and Activities Fair (spring).
- Work with Campus Activities Board with annual events (i.e. Fall Ball, Spring Fling, etc.).
- Support the Director of Student Activities and the ASLC Student Organizations Coordinator in the planning and execution of different student organization programs and services (i.e. organization leadership training, annual budget application process, etc.).
- Coordinate the annual Student Leadership Recognition Reception or similar event.
- Work with Resident Advisors to ensure that there is an appropriate level of support for educational and social programming opportunities in the residence halls.
- Work with the Student Alumni Association and the Student Athlete Advisory Committee to develop collaborative programming efforts.
- Provide support and assistance to the Performance Services Team, as needed.
- 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?*