

**Dean of Students Office Intern
Position Description
2014-2015**

Position Purpose

- To support the Dean of Students (DOS) by leading, coordinating, administering, and supporting programs and services in the Student Life Division
- To enhance the student's Lewis & Clark experience by working with various student groups and through leadership development support
- To gain a greater understanding of Student Life at Lewis & Clark and the professional roles within our division.

Expectations

- Reports to the Dean of Students/Administrative Specialist
- Attends mandatory, regularly scheduled Student Life Intern meetings and trainings
- Attends regular one-on-one meetings with supervisor/colleagues as needed
- Devote approximately 12-15 hours per week to the internship (structure to be determined by supervisor)
- Participates in professional development opportunities
- Participates in collaborative projects with other interns when appropriate
- Serves as a positive role model to students and other Student Life interns
- Maintains good working relationships with staff, faculty, and students
- Participates in fall leadership training
- Attends area meetings, and campus programs, as directed
- Supports college policies and guidelines
- Maintains confidentiality in a student-centered office

Principal Duties

- Assists in the coordination of the Dean's Leadership Certificate Program
- Works with members of the Student Life Division to implement the Certificate Program
- Coordinates the Dean of Students Lunch Bunch (an ad hoc monthly student leadership advisory group)
- Becomes a member of the DOS marketing team
- Serves as primary backup to the Administrative Specialist
- Coordinates and implement planning logistics for smaller event programs (e.g., webinars, small lunch meetings, trainings, etc.)
- Additional duties as assigned by the Dean of Students/Administrative Specialist