

Lewis & Clark College

2009-10 Student Alumni Association/Alumni & Parent Programs Internship Position Description

Position Purpose

- To allow qualified students with significant leadership experience to gain added experience in a variety of areas in the Division of Student Life and Alumni & Parent Programs
- To support Student Life staff by leading, coordinating, administering, and supporting programs and services
- To enhance the student's college experience and to engage others by working with various student groups and through leadership development opportunities

General Expectations

- Report directly to the Assistant Director of Alumni & Parent Programs
- Attend mandatory scheduled Student Life Intern meetings and training sessions
- Collaborate with fellow Student Life Interns on special projects and programs
- Attend regular one-on-one meetings with supervisor
- Devote 20 hours per week to the internship (15 hours a week to be determined by supervisor i.e. office work, programs, projects, etc. and 5 hours a week for professional development to be directed by supervisor)
- Serve as a positive role model to the Lewis & Clark College community
- Maintain a good working relationship with students, faculty and staff
- Attend and participate in New Student Orientation/Parents Preview and at least three of the following programs: Pio Fair, Homecoming Week activities, Fall Ball, academic symposia, Martin Luther King, Jr. Celebration, Spring Activities Fair, Casino Night, International Fair/Family Weekend, Pow Wow, Lu'au and Sunburn (additional programs may be required and are also an option with prior approval from your supervisor)
- Participate in Fall Leadership Training
- Attend other campus programs and/or meetings as directed by supervisor
- Attend professional development opportunities as directed by supervisor
- Support all College policies, procedures and guidelines
- Maintain confidentiality

Principle Duties

- Help create and implement the new Student Alumni Association
- Work with the Student Alumni Association and Alumni & Parent Programs staff to develop annual events, programs and responsibilities
- Maintain the Student Alumni Association website, listserv, and meeting schedule
- Actively recruit members for the Student Alumni Association at Pio Fair, Spring Activities Fair, and other student events
- Work with the Student Alumni Association and Alumni & Parent Programs staff to develop and execute meaningful student-alumni events and projects, including elements of New Student Orientation and Convocation, Careers for Pioneers/LC Net events, Albany Week, Alumni Leadership Scholarships, service events, Commencement weekend, and others
- Assist with the creation and execution of Alumni Weekend/Homecoming and Reunion Weekend
- Attend Board of Alumni meetings and assist with the planning of the Alumni Honors Banquet and other projects
- Work closely with the various offices and departments in the Division of Student Life to develop and understanding of their functions and goals, and how the Student Alumni Association and Alumni & Parent Programs can work together with those offices and departments
- Work closely with Career and Community Connections on Careers for Pioneers/LC Net marketing and education, and service projects
- Provide support for Alumni & Parent Programs staff for projects in the Division of Institutional Advancement
- Assist Admissions and Alumni & Parent Programs with summer send-off events for admitted students
- Stay informed of what events and programs are happening on-campus, and provide ideas on how a student-alumni component could be beneficial to these
- Liaison with student government and its branches to further develop an understanding of the student body's needs and interests
- Assist staff with collecting alumni stories, writing alumni spotlight features, and interviewing alumni
- Serve as the student liaison to the Alumni & Parent Programs office by providing information about student and alumni services, assisting students in understanding the role of the office, educating students about the role of alumni, eliciting feedback, and reporting to the Alumni & Parent Programs staff about areas needing development and improvement
- Additional duties as assigned

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).