

Lewis & Clark College

2009-10 Campus Living 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
- 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 Director of Campus Living and the Director of Housing & Orientation
- 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 supervisors
- Devote 20 hours per week to the internship (15 hours a week to be determined by supervisors i.e. office work, programs, projects, etc. and 5 hours a week for professional development to be directed by supervisors)
- 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 supervisors)
- Participate in Fall Leadership Training
- Attend other campus programs and/or meetings as directed by supervisors
- Attend professional development opportunities as directed by supervisors
- Support all College policies, procedures and guidelines
- Maintain confidentiality

Principle Duties

- Assist Campus Living staff in planning, implementing, and evaluating fall and spring student staff training
- Coordinate and assess in-service training sessions
- Assist Campus Living professional staff in organizing and conducting the student staff selection process including recruitment of candidates, information sessions, interviews, training sessions, and final selection and placement
- Attend weekly Campus Living meetings; attend Student Life meetings as directed
- Provide support and resource information to student staff regarding programming
- Mentor and facilitate training for Community Advocates (formerly RA Alternates)
- Serve on the Contract Release Committee
- Chair and facilitate the Campus Living Advisory Board
- Coordinate RA recognition programs and events
- Collaborate with Campus Living staff on feedback and assessment projects
- Serve on the College Review Board
- Serve on Area Director search committees as needed
- Work closely with other Student Life offices and departments as directed
- 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).