

Lewis & Clark College
**2009-10 Community Engagement & Outreach and Project Coordination/
Center for Career & Community Connections 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 Assistant Director of Center for Career & Community Engagement
- 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 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

- Collaborate with the Center for Career & Community Engagement on marketing and outreach campaigns for programs and services, including service projects, educational forums and academic service-learning
- Provide support for students receiving the Leadership and Service Scholarship, including organizing social events, and providing referrals for student involvement
- Assist with and attend regional student leadership and service conferences
- Act as a liaison between the College and community partners
- Assist with the annual GOLD Leadership Retreat
- Take a lead role in organizing events for hunger awareness and AIDS awareness week
- Take a lead role in organizing volunteer recruitment events
- 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).