

Lewis & Clark College

2009-10 Student Support Services 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 Student Support Services
- 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

- Maintain the Student Support Services database, listserv, and maintain the LD/ADD Network website
- Establish an academic year calendar of activities, including at least one program serving the L&C student body and one serving the Portland community
- Coordinate meetings and events, including monthly LD/ADD Network meetings and other appropriate activities
- Update and/or maintain the Student Support Services website and the Faculty and Staff Resource Handbook
- Collaborate with other Student Life interns to plan, promote, and implement an appropriate number and range of programs
- Assist with the implementation of New Student Orientation
- Work with Resident Advisors to ensure appropriate level of educational and social programming opportunities in residence halls
- Coordinate and maintain the Student Support Services Board that meets regularly to develop programs and activities, advise the Director of student concerns, and ensure continuity in student involvement
- Serve as a student liaison to the Office of Student Support Services, explaining policies, assisting student in understanding learning differences and other disabilities, sharing advice and eliciting feedback, and reporting to the Director of Student Support Services areas needing 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).