Student Life & Leadership Internship

This internship is 10 month positions (early August through May), 35 hours per week. Interns work with various offices within the Division of Student and University Services. In some instances summer work may be available. It is anticipated that internships will be offered for 1 academic year. Preference will be given to current undergraduate students with a career or educational goal aligned with the Division of Student Affairs.

Interns will have an opportunity to engage in the following tasks/programs

Communication & Collaboration
- Work with on campus partners such as Grizzly Activity Board, Campus Ministries, Student Engagement and Success, Academic Departments, the Provost office, and more to implement programs across campus.
- Work with community partners such as LaPuente Homeless shelter, Food Bank, Alamosa Live Music Association, Boys & Girls Club of Alamosa, and more to provide programming that strengthens the relationship between the college and the community.
- Assist planning Family and Sibs's Weekend during homecoming.
- Manage websites for Student Activities, the Loft, and campus events.
- Market and promote programs effectively.

Civic Engagement/Responsibility
- Participate in planning ASU Cares Day in the Fall and Spring
- Strong institutional focus of diversity based programs
- Work with students and organizations at a Hispanic Serving Institution

Leadership
- Participate in planning leadership programming for students, including an annual awards banquet.
- Professional development opportunities including leadership training
- Self-reflective projects and assignments that encourage students to examine their leadership style and communication abilities
- Manage 15+ undergraduate work study students
- Oversee scheduling using scheduling software
- Collaboratively facilitate leadership development for all Student Activities employees.

Event/Program Management
- Aid the implementation of: Welcome Week, ASU Cares, Homecoming, Grizzly Daze, Student Programming Board Events, Leadership Awards Banquet, etc.
Plan and implement Family and Sibs Weekend
Oversee monthly student programming (Loft, Student Life Center)

Problem Solving and Critical Thinking
- Employee management and scheduling
- Event coordination
- Committee work with various campus entities

Self-Management & Appraisal
- Weekly feedback with the Assistant Director of Student Life
- Evaluations on a regular basis
- Professional development workshops pertinent to Higher Education Student Affairs such as: Leadership Training, Cultural Training, Campus safety issues, etc.

Minimum Qualifications:
- Preference will be given to candidates with previous student leadership experience such as, Student Programming Board, RA, Admission Center, Sorority or Fraternity leadership, or other relevant programming experience.
- Candidates should demonstrate ability to work independently to provide leadership for staff and students and as a contributing member of a team.
- Candidates should possess proven ability to develop and maintain positive relations with students of diverse backgrounds and interests.

Compensation:
- Room and some Board will be provided
- A Student ID that includes access to campus recreation facility, climbing wall, and library access will be given to all interns
- Renumeration of up to $8,000 in $800 monthly stipends for 10 months.
- Summer employment opportunities may be available.

To Apply:
- Deadline for Applications: Friday, April 15, 2016. Applications will be accepted until all positions are filled.
- Application Process: please submit Student Life & Leadership Employment Application form; and email cover letter, resume, and 3 references to gabpa@adams.edu.
- Questions? Please Contact Logan Schrader, Student Life Intern 15-16 at loganschrader@adams.edu or 719-587-7226.