

Colorado State University-Pueblo Internship Position Request

*Please complete this form and return to Tanya Baird, Internship Coordinator, tanya.baird@colostate-pueblo.edu, 719-549-2553 or FAX 719-549-2289

Employer: Colorado State University- Pueblo Office of Student Activities
Address: 2200 Bonforte Blvd City: Pueblo State: CO Zip:81001
Phone: 719-549-2151 Fax: 719-549-2624
Email: nicky.damania@colostate-pueblo.edu Website: <http://www.colostate-pueblo.edu/studentactivities>
Contact: Nicky Damania Title: Director of Student Activities Phone: 719-549-2975

Position Title: Preview Summer Graduate Internship	No. of positions: 1
Supervisor Name: Nicky Damania	Site Location: CSU-Pueblo OSA
Work schedule: Part-time: X	Minimum* Hours per week: 10
Summer Semester: X	
Start date: May 15, 2009	End date: August 14, 2009

Wage Information:

Unpaid: First 60 hours of internship

Paid: Stipend amount (to be determined, see "Terms of Employment" below) for remainder of the summer

*STUDENTS: Each department has minimum hour requirements that may vary from the employer's needs. Please check with your department advisors for specific credit hour requirements.

Application Instructions: Individuals will be chosen following regular graduate assistantship placement. Those students interested in applying for this assistantship should submit (1) a cover letter providing a vision for how you would be a positive addition to the Office of Student Activities and what you hope to gain from this position, (2) a current resume, (3) unofficial transcript, (4) one letter of recommendation, and (5) three additional references. All materials need to be submitted into Nicky Damania, Director of Student Activities, 2200 Bonforte Blvd, Pueblo, CO 81001, no later than February 10, 2009.

On-line Application Address: <http://www.colostate-pueblo.edu/studentactivities>

Targeted Major(s): Student Affairs and Higher Education preferred, but not required
Education Level: Graduate Student with bachelors degree earned or 4th year of 3+2 program
Minimum GPA: 2.5 US Citizenship required: Yes

Preview Graduate Internship Summer Graduate Assistantship Colorado State University- Pueblo

Office of Student Activities:

The Office of Student Activities provides opportunities for students, their families and friends to become involved in and connected to Colorado State University- Pueblo. From admission through graduation, OSA is a source of meaningful co-curricular experiences. Through programs and services the college experience is enriched, the University Core Values are promoted, personal growth and development are facilitated, and the educational mission of the University is supported.

General Description:

The Preview Program is the beginning of an ongoing process of introduction that facilitates individual students and their family members/supporters transition into the learning environment of the CSU-Pueblo community. The Preview Program provides the foundation for the overall college experience through opportunities for social interaction, intellectual challenges, cultural exchanges, and service in the community. The Graduate Assistant's responsibilities will be carried out under the supervision of the Director of Student Activities.

Terms of Employment:

- *Enrollment* – Student must be an enrolled graduate student for the period of employment and must maintain a 2.5 cumulative grade point average.
- *Employment* – The assistantship is a 60 hour summer internship from mid-May to the end of June with Residence Life housing accommodations. Contract extension into July and August with a set stipend is highly possible.

Responsibilities:

1. Coordinate and oversee the recruitment and selection process for student Wolf Pack Leaders
2. Develop a syllabus and lead a training course for Wolf Pack Leaders
3. Assist in the development and revision of preview publications
4. Assist in the creation, development, planning and evaluation of preview program
5. Assist in daily operation of the Office of Student Activities
6. Other duties as assigned.

Position Qualifications

- Candidate must have a Bachelor's degree
- Currently attending graduate school
- Experienced in event planning is preferred, but not required
- 60 hour commitment is required, three month committed is preferred
- Graduate students obtaining a masters degree in Student Affairs and Higher Education preferred, but not required