Johnson & Wales University
Student Activities
Summer Internship Description

Dates of Internship: 6/1/2012 – 8/31/2012 (dates flexible)
Eligible Candidates: Current graduate student
Unpaid Internship

Summary:
The department of Student Activities is responsible for creating and promoting diverse experiences for students that foster holistic development, build leadership skills, and allow students to participate in meaningful campus programs and events. Programs that are managed and facilitated by Student Activities include student organization oversight and development, multicultural programming, Student Government Association and Campus Activities Program Board advisement, large scale programs and events, marketing and promotions, student employee management and development, and Greek life. The Student Activities intern would play an integral role supporting the work of the department and would have an opportunity to gain experience at a small private institution.

Duties and Responsibilities
The intern will work with the Director of Student Activities to select projects that fit the interests of the intern and needs of Student Activities.

- Co-present summer orientation sessions for new students and family members on the importance of engagement and involvement on campus.
- Facilitate evening programming for four summer orientation sessions for new students.
- Build a comprehensive training and development program for student organization advisors to be implemented during the 2012-2013 academic year.
- Review Greek life expansion policies and provide recommendations on how to better support the growth of Greek organizations on campus.
- Plan activities and events related to Wildcat Welcome and Family Weekend.
- Develop marketing and communication materials for Student Activities. Provide recommendations on a marketing program for Involvement Network (similar to Orgsync).
- Review departmental student learning outcomes and assessment and provide recommendations on best practices and next steps for the department.
- Support daily operations of the department and other duties as needed.

Qualifications:
- Must have started a Master’s degree program in student personnel services/higher education or related field
- Understanding of student development theory, program design and implementation, student leader training and development.
- Desire to contribute to a small, private regional campus and growing department.
- Ability to make sound decisions when trouble-shooting issues or dealing with ambiguous situations.
- Must possess strong interpersonal, communication, organization, multi-tasking and leadership skills
- Comfort level with database management and strong working knowledge of Microsoft Office Suite

Benefits
- Opportunity to build networks with other staff from multiple functional areas and build deeper knowledge of small, private institutional setting.
- Opportunity to make significant contributions to an exponentially growing department.
- Work closely with other staff from various functional department areas to develop collaborative and innovative programs.

For more information please contact Brennan Meadows, Director of Student Activities at bmeadows@jwu.edu or 303-256-9561