

2018 Graduate Summer Internships in the IUPUI Division of Student Affairs

Additional information and application available at <http://life.iupui.edu>.

- Position Dates:** Approximately May 21, 2018 through July 27, 2018
- Education Requirements:** Enrolled in a HESA, college student personnel, or related graduate degree program
- Qualifications:** One year of experience in an accredited higher education master's program and graduate assistantship with an interest in pursuing a career in student affairs.
- Application Process:** Interested candidates should submit a cover letter, resume, online application and three references by March 2, 2018 to Andrea Anderson, director of external affairs and special projects, at aeickhof@iupui.edu. Phone interviews will be conducted by March 23, 2018. Internship offers will be extended by March 30, 2018.
- Compensation and Other Benefits:** Hourly rate of \$12; fully furnished apartment with washer/dryer, individual room and shared common areas with other graduate interns; parking expenses are included for those students bringing a car to campus.
- Interns will have additional responsibilities within the housing and residence life department for overnight orientation programming. They will also have the opportunity to engage with other student affairs interns and professional staff in various networking/professional development opportunities.

2018 Graduate Summer Internship Opportunities
IUPUI Division of Student Affairs

Campus Recreation Intern – Campus Recreation

The Campus Recreation Intern will have the unique opportunity to contribute to the overall operations of a new fitness facility. The intern will be responsible for developing ideas and methods that will enhance programmatic offerings in the Jaguar Fitness Center. The intern will work closely with the professional staff with general responsibilities to include marketing, program development, administrative operations, and special projects.

- Assist student staff with daily front desk operations for efficiency, consistency, and adherence to departmental policies
- Develop a sustainable marketing plan for the newly-opened Jaguar Fitness Center
- Create photo and video marketing content for social media campaigns and specialized populations
- Actively participate in tabling and outreach to promote Campus Recreation
- Assist in developing a training program for Campus Recreation student staff
- Develop procedures for day-use lockers by members
- Research and develop a resource manual with modifications to common exercises that will be used by Group Fitness Instructors
- Represent Campus Recreation at summer orientation resource fairs and evening orientation operations
- Additional tasks/projects based upon intern interests and experiences

Civic Engagement Intern – Campus Center and Student Experiences

The Civic Engagement Intern will have the opportunity to assist with the research and develop of programming and training for a dynamic, urban campus. The intern will serve as an integral member of the CCSE professional team while working closely with multiple areas. The intern will primarily provide support to the Alternative Break program through research, outreach, and curriculum development. The intern will also assist with the development of the first CCSE student leader retreat along with providing support toward department assessment efforts.

- Assist with the logistical planning for the first CCSE student leader retreat
- Develop shared curriculum and engagement opportunities for the CCSE student leader retreat
- Plan the 2018 Fall Alternative Break (FAB) trips in coordination with student leaders and staff; including but not limited to: contacting nonprofit organizations to set up service projects, contacting prospects for housing students, and developing curriculum around the trip's social issues
- Research and develop a database of community organizations, social issues, and housing opportunities across a 25-state area to support future alternative break planning
- Assist the department with establishing an assessment framework
- Represent the Campus Center and Student Experiences at orientation resource fairs and evening orientation operations
- Supervise, mentor, and support the CCSE Ambassadors as they share information about engagement opportunities within CCSE
- Track hours of CCSE Ambassadors and number of individuals engaged during JagBlast
- Additional special projects pertaining to intern interests and experiences

Paw's Pantry/Campus Kitchen Intern – Office of Student Advocacy and Support

The Paw's Pantry/Campus Kitchen Intern will be provided an opportunity to support programs and services addressing food insecurity on a diverse, urban campus.

- Provide weekly coverage in Paw's Pantry, interacting with clients
- Benchmark other campus pantries
- Work in Campus Kitchen Garden to harvest produce for the pantry
- Assist with the marketing, stocking, and volunteer coordination of Paw's Pantry
- Begin research and planning for a Paw's Pantry Stakeholder's Meeting
- Assist with the planning of the newly created "Community Resources Fair"
- Help staff JagBlast (evening programming) table for summer orientation
- Participate in "Table Talk" at the Faith, Hope, and Love MLK Center
- Research and implement a "Meals on Wheels" program for students
- Coordinate a summer toiletry drive for campus
- Assist in pick-ups from local donors
- Assist with other aspects of the Office of Student Advocacy and Support planning and programming as needed

Student Affairs Orientation Programs Intern – Office of Educational Partnerships and Student Success

The Summer Orientation Intern will help coordinate all aspects of the JagBlast orientation program which is a partnership between the Division of Student Affairs and Orientation Services. The JagBlast summer orientation program includes a Jag 101 presentation around the student experience and a student organization and campus partners outreach fair.

- Work closely with the Division of Student Affairs to coordinate the JagBlast components of the 2-day orientations and assist with Jag 101 presentations as needed
- Create contracts for student organization representatives participating in JagBlast and update the training for student organization members
- Develop and implement policies and incentive programs for student organization participation
- Coordinate logistics of the JagBlast sessions including the check-in process for student organizations, set-up, and tear-down
- Assist with inputting and assessing data, resulting in writing the annual JagBlast report
- Serve as an advisor to two student employees
- Plan and develop activities for the Summer Bridge Program evening components including logistics, vendor communication, and marketing
- Work with EPSS staff to research opportunities for outreach and programs within transfer services, parent and family programs, veterans' services and international affairs

Student Organizations/Fraternity and Sorority Life Intern – Campus Center and Student Experiences

The Student Organizations/FSL Intern will have the opportunity to assist with the research and develop of programming and training for a dynamic, urban campus. The intern will serve as an integral member of the CCSE professional team while working closely with multiple areas. The intern will primarily assist with the building and enhancement of training opportunities for all student organizations along with a specific project directed for fraternities and sororities.

- Assist with the development and implementation of the Fraternity and Sorority Life co-curricular path project
- Develop online curriculum modules for student organization on program management and risk management
- Develop online curriculum modules for advisors on select topics of interest
- Create an inventory of materials and resources for student organizations
- Develop student organization officers assessment to test knowledge and skills pertaining to program management and policy
- Represent the Office of the Campus Center and Student Experiences at orientation resource fairs and evening orientation operations.
- Supervise, mentor and support the CCSE Ambassadors as they share information about engagement opportunities within CCSE
- Track hours of CCSE Ambassadors and number of individuals engaged during JagBlast
- Additional special projects pertaining to intern interests and experiences