

## 2017 Graduate Summer Internships in the IUPUI Division of Student Affairs

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

- Position Dates:** May 30, 2017 through July 28, 2017
- 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 3, 2017 to Andrea Anderson, director of external affairs and special projects, at [aeickhof@iupui.edu](mailto:aeickhof@iupui.edu). Phone interviews will be conducted by March 24, 2017. Internship offers will be extended by March 31, 2017.
- Compensation and Other Benefits:** Hourly rate of \$15; 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.

**2017 Graduate Summer Internship Opportunities**  
**IUPUI Division of Student Affairs**

**Fraternity and Sorority Life Programs Intern – Campus Center and Student Experiences**

Description: The Fraternity and Sorority Life Programs Intern will be provided the opportunity to work in a growing FSL community on a dynamic, urban campus.

- Advise FSL student leaders facilitating summer programming for new IUPUI students. This includes assisting in the coordination of the FSL ambassadors and volunteers. This would also include overseeing FSL orientation evening events.
- Benchmark similar programs at other institutions for best practices and relevant leadership and community models.
- Develop marketing materials and assist in promoting FSL at summer orientation.
- Assist in the development of Weeks of Welcome activities and programs for the FSL community.
- Assist with updating current chapter and council resources as well as the development and establishment of new resources.
- Assist in the assessment of current programs.
- Assist with other aspects of the Campus Center and Student Experiences planning and programming as needed.

**Leadership Development Intern – Campus Center and Student Experiences**

Description: The Leadership Development Intern will be provided the opportunity to develop leadership programming for a dynamic, urban campus. They will serve as an integral member of the Leadership Development and Civic Engagement team.

- Reconstruct the *Community Leaders of Tomorrow* in collaboration with Indianapolis community partners and IUPUI internal partners.
- Assist in the facilitation and development of on-demand content creation and implementation for campus partners and student organizations.
- Development of media and resource library for leadership development and civic engagement.
- Represent the Campus Center and Student Experiences at orientation resource fairs and evening orientation operations.
- Additional special projects pertaining to intern interests and experiences.

### **Civic Engagement Intern – Campus Center and Student Experiences**

Description: The Civic Engagement Intern will be provided the opportunity to develop civic engagement, alternative breaks, service-learning, and political engagement programming through a framework that centralizes social justice. They will serve as an integral member of the Leadership Development and Civic Engagement team.

- Support the planning of political engagement programs.
- Select up to three of the following projects:
  - Monitor the progress of Alternative Break Trip Leaders as they work on researching, contacting, and creating a list of prospective community partners and social issues for the 2018 Alternative Spring Break (ASB).
  - Plan the 2017 Fall Alternative Break (FAB) in coordination with student leaders, 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.
  - Support planning efforts for the Alternative Break Co-Coordinator summer retreat, a week-long enterprise to train the four student leaders who manage the six trip Leaders, lead their own trips, and oversee all areas of the Alternative Break program. Fall retreat planning for the entire Alternative Break program will also be included.
  - Research and contribute to the development of resources to support the Alternative Break student leadership team; including academic research on best practices for service learning, social justice, and alternative breaks, a database of community partner, social issues, and housing opportunities across a 25-state area, and additional training materials.
  - Assist with assessment design and analysis for alternative breaks and political engagement programs.
- Assist with additional responsibilities as needed.
- Represent the Campus Center and Student Experiences at orientation resource fairs and evening orientation operations.

### **Student Activities Intern – Campus Center and Student Experiences**

Description: The Student Activities Intern will be provided the opportunity to develop and support small and large co-curricular programming for the entire IUPUI campus.

- Provide assistance in advising student leaders within the Student Activities Programming Board and Campus Traditions Board for upcoming fall 2017 programs and Weeks of Welcome events.
- Assist in the development of the summer and fall officer and member leadership retreats.
- Assist in developing assessment pieces for the 2017-2018 programs.
- Additional special projects pertaining to intern interests and experiences.
- Represent the Campus Center and Student Experiences at orientation resource fairs and evening orientation operations.

### **Student Organizations Intern – Campus Center and Student Experiences (2 Positions)**

Description: The Student Organizations Intern will be provided an opportunity to develop a variety of resources for student organizations, their members, and their advisors.

- Develop online modules and assessments for student organizations and advisors.
- Build an inventory of materials and resources for student organizations in coordination with the CUBE team, IUPUI's premier student organization resource team.
- Assist in the crafting and assessing co-curricular programs for the fall and spring that focuses on student organization officer transition and workshop carousel.
- Analyze current student organization data and develop innovative collection and assessment models.
- Additional special projects pertaining to intern interests and experiences.
- Represent the Campus Center and Student Experiences at orientation resource fairs and evening orientation operations

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

Description: 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 of Paw's Pantry.
- Help staff JagBlast 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 the local shelter.
- Assist with other aspects of the Office of Student Advocacy and Support planning and programming as needed.