2016 Graduate Summer Internships in the IUPUI Division of Student Affairs


Position Dates: June 6, 2016 through July 29, 2016

Education Requirements: Enrolled in a HESA, college student personnel, or related 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 4, 2016 to Andrea Anderson, Director of External Affairs and Special Projects, at aeickhof@iupui.edu or 317-274-2864 (fax). Phone interviews will be conducted by March 25, 2016. Internship offers will be extended by April 1, 2016.

Compensation and Other Benefits: Hourly rate of $10; fully furnished apartment with washer/dryer, individual room and shared common areas with other graduate interns; partial funding for food expenses; 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.
2016 Graduate Summer Internship Opportunities
IUPUI Division of Student Affairs

Assessment Intern – Office of the Vice Chancellor of Student Affairs

Description: The IUPUI Division of Student Affairs Assessment summer intern will be provided an opportunity to develop skills and knowledge related to assessment and evaluation, as well as professional staff development offerings.

- Assist in the creation of professional development offerings for Division staff that will be implemented during the 2016-17 academic year.
- Assist in assessment design for professional development offerings.
- Develop formal and informal offerings on assessment and evaluation for use in presentations and on the Assessment & Planning website.
- Assist in creating an online repository of assessment, evaluation, and professional development resources for Division staff.

Campus Center Intern

Description: The IUPUI Campus Center summer intern will be provided an opportunity to gain insight into the field of college unions and student activities through a campus-based experience at a young, growing urban institution.

- Assist student area managers in the development of fall training programs.
- Complete a social media assessment.
- Develop four (4) leadership training modules for our student area managers.
- Develop marketing materials for 2016-2017 Campus Center Signature Programs and assist in promotion at summer orientation events.
- The intern will represent the Campus Center student employee program at orientation resource fairs and supervise evening orientation operations in the facility.
Community Service and Civic Engagement Intern – Office of Student Involvement

Description: The CSCE summer intern will be provided the opportunity to work at an urban institution that is recognized at a national level for civic engagement and will gain a greater understanding of civic engagement programs in higher education. Potential projects could include:

- 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 2017 Alternative Spring Break.
- 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 days of service.
- 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.
- Benchmark the IUPUI Alternative Breaks program and Days of Service by researching the programs of peer universities and international best practices.
- Assist with marketing efforts for iServe (a day of service for first-year students) and the fall application process for alternative breaks.
- Manage community partner relationships for the iServe Day of Service and strengthen relationships with community partners through on-site visits and supporting a summer event.
- Assist with additional responsibilities as needed.
Office of Student Involvement – Summer Support Internship  (NEW POSITION)

Description: The OSI Summer Support Intern will be provided an opportunity to develop an understanding of all of the functional areas within the office (Social Justice Education, Leadership Program, Community Service, and Fraternity and Sorority Life) by taking lead in summer programming and marketing of OSI to incoming students and the campus.

- Represent OSI at orientation resource fairs
- Supervise students representing OSI at summer orientation evening programming
- Develop marketing plan for OSI to raise awareness of resources and programs across campus
- Additional special projects pertaining to interns interest and experiences

Office of Student Involvement – Summer Leadership Internship (NEW POSITION)

Description: The OSI Summer Leadership Intern will be provided the opportunity to develop an understanding of all the functional areas within the office (Social Justice Education, Leadership Program, Community Service, and Fraternity and Sorority Life) with a specific emphasis in the functional area of Leadership Programming and Development.

- Assist with the creation of Training and Development curriculum for the Leadership Consultants student organization
- Collaborate with Summer Orientation responsibilities in relation to campus visits and JagBlast for upcoming students
- Research topic areas for the restructuring of the Advancing Women’s Mentorship Program
- Research best practices and benchmarking for marketing/brand awareness
- Create workshop/program learning modules for the Community Leaders for Tomorrow Mentor program
**Student Activities Intern – Programming Board**

**Description:** The Student Activities Programming Board summer intern will be provided an opportunity to develop campus programming for a dynamic, urban campus.

- Assist the SAPB Director of Campus Traditions in overseeing the planning of a large scale concert at the beginning of the fall 2016 semester. Provide oversight and management related to finances, student involvement, risk management, and marketing.
- Provide assistance for Director of Films & Director of Late Night Programs with the planning of fall 2016 Weeks of Welcome events.
- Develop online training modules for the general SAPB membership and coordinate SAPB orientation activities in collaboration with the Director of Membership.
- Assist in developing assessment pieces for 2016-2017 programs.
- Additional special projects pertaining to intern interests and experiences.

**Student Activities Intern – Student Organizations**

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

- Develop Fall 2016 Involvement Expo and Spring 2017 Spring Callout marketing for student organizations and campus community.
- Develop online curriculum for student organizations on program management and risk management.
- Develop student organization officer assessment to test knowledge and skills pertaining to program management and policy.
- Assist with the supervision of CUBE student worker team.
- Develop online modules for advisor training curriculum on select topics of interest.
- Additional special projects pertaining to intern interests and experiences.