

 Leadership in Higher Education

 Honors Program Intern

Department: Honors Program

 Academic Affairs/Student Affairs (combined)

Title of Internship: Honors Program Graduate Intern **(2 Interns needed)**

Preferred Background or Skills:

1. Experience with event planning, student advising, program development and evaluation, or mentoring would be helpful but all are not necessary
2. Candidate should be detail oriented, have strong organizational and time-management skills and should be comfortable working independently and directly with students
3. Ideal candidates are comfortable in groups, able to speak articulately in front of students and parents, and able to offer a positive attitude to various constituents around campus

Mission Statement:

The Baldwin Wallace Honors Program embraces a philosophy of education grounded in the ideas of American philosopher John Dewey. Dewey envisioned education not as preparation for some future activity or profession, but as the very height of living an engaged and social life.  Education at its best is interdisciplinary and experiential and aims to create relevant and transformational experiences that challenge worldviews and encourage intellectual exploration. Following Dewey, the Honors Program strives for a learning environment both inside and outside the classroom that engages the whole student, seeks to connect theoretical ideas to real-world applications, fosters independent thinking, and brings students together into a community of scholars. We achieve these aims through the pillars of **student-directed research**, **service to the community**, and **leadership development**.

Description of the Honors Program:

The Honors Program at BW is both a curricular and co-curricular program that focuses on three pillars: student-directed research, service, and leadership development. We assist highly motivated and academically successful students to access resources at BW and generate a broad university experience. The unique nature of our program allows for interns to be involved in a broad range of tasks related to student development, residence life, career and leadership development, civic engagement and community service, peer mentoring, academic advising, admission and recruitment, alumni relations, social media, course development, and more.

Position Description:

The Honors Program Intern will:

1. Have an opportunity to apply the research and leadership skills from their course work in a real-world setting, under the mentorship of the Honors Program Director, Dr. Amy Story
2. Work directly with students in a wide variety of leadership roles
3. Understand the advantages of integrating the work of Student Affairs and Academic Affairs, offering maximum support for Honors Program students
4. Work to make improvements to the Honors Program to enhance student success and create an integrated curricular and co-curricular experience for Honors students, a role that includes sitting on the Honors Program Advisory Council

Major Internship Responsibilities (to be divided among two interns):

* Attend and help to lead the First-Year Student Honors Retreat (off campus)
* Advise the Honors Leadership Board (student programming board) to create leadership development and Honors community building activities
* Coordinate Honors Leadership through Mentoring program
	+ This includes service learning opportunities, leadership development training for approximately 25 students, and oversight of the application and selection process for the Peer Mentors
* Plan and oversee the Leadership and Career Development (LCD) Workshop
	+ Coordinate with the Office of Advancement and Career Services
* Coordinate and lead a 10-15 person Honors Representatives Team, guiding our students as they assist with the recruitment process and assisting with planning recruiting events
* Plan off-campus outings for students as well as our Honors Symposium Series events which include parents and alumni
* Produce bi-annual program newsletter
* Assist program with assessment of learning outcomes
* Recruit and guide students through submission process to participate in Mideast Honors Association conference; attend conference

Special Considerations:

Candidate will have the opportunity to operate directly with the Student Affairs and Academic Affairs offices. Candidate will achieve invaluable experience interacting with Student and Academic Affairs individuals, faculty, and students. Candidate will also have the opportunity for professional development experiences, program development, as well as some travel.

Special Hours:

Hours are flexible, but candidates will need to be available for a variety of student-centered activities that often take place in late afternoon and on weekends.

Unusual Tasks (that might require physical exertion, for example):

None anticipated

Required Travel:

1. Overnight Honors Retreat – August 18-20, 2015
2. Some traveling for programs and events is possible
3. Intern will need to become certified to drive BW vans immediately upon beginning the internship in August so as to assist the office with student events