**Leadership in Higher Education**

**Jacket Link: A Bridge to You Success (JLB)**

(Academic Affairs/Diversity Affairs)

**Preferred Background or Skills:**

* Experience leading and/or advising college student organizations and or organizations in general.
* Experience working directly with underrepresented populations.
* Skilled and comfortable working in a diverse environment.
* Outstanding interpersonal and communication skills.
* Ability to foster a cooperative/collaborative work environment.
* Ability to exercise the initiative and resourcefulness necessary to prioritize multiple and ongoing projects (including research and implementation of “best practices” models).

**Mission Statement:**

Jacket Link/Bridge is a program designed to provide incoming first-year students with the tools and resources needed to jumpstart their first year experience. Preceding the Weekend of Welcome (W.O.W.), students spend a residential week on campus connecting with mentors, getting familiar with campus resources and services, and learning strategies to successfully transition from high school to college. Beyond the first week of the program, and throughout the fall and spring of the academic year, Jacket Link/Bridge aims to provide a welcoming and supportive community for students. Activities and resources with an emphasis on academic readiness, campus support, and social/cultural enrichment will be provided for students.

**Position Description:**

The JLB internship position incorporates aspects of both Academic Affairs and Diversity Affairs. The JLB program serves approximately 40 first year students from various backgrounds in their successful transition. The JLB Intern manages and helps to facilitate training of student mentors who will work with first year student participants from the pre-matriculation workshop through the end of their first year. The intern will be responsible for maintaining ongoing communication with mentors and students regarding University opportunities, cultural programming and academic resources throughout the academic year. They will also gain valuable experience in direct student support through Academic and Diversity Affairs. Specifically, the Intern will gain experience connecting students to and collaborating with colleagues from across campus including: Academic Advising; Faculty; Financial Aid; Health & Counseling Services; Learning Center; Residence Life and Student Affairs. The Intern will have the opportunity to develop skills in areas such as: budget management; collaboration; creative problem solving; event planning; marketing; program evaluation; project management; social media management, and other areas of personal interest to encourage professional development.

**Major Internship Responsibilities:**

* Assist in the planning and facilitation of the JLB pre-matriculation program in August
* Manage a staff of student mentors
* Assist in the development and training of student mentors
* Foster environment for peer-to-peer mentorship to develop organically
* Organize and meet with mentors to discuss updates on first year student mentees and communicate overarching themes and individual concerns to the Director of Multicultural Student Service (MSS)
* Work with mentor staff to identify and create events that promote student success, community, and retention
* Participate in the JLB staff meetings with senior administrators to provide perspective and gain exposure.
* Collaborate with other BW academic and retention based programs when appropriate to maximize resources and campus impact (i.e. BW First, STEM Scholars, student organizations, etc.)
* Contribute to marketing and branding efforts; oversee and utilize social media; update website content
* Assist in program assessment and evaluation
* Contribute to annual report preparation (e.g., data collection, program evaluation)
* Collaborate with various departments and groups across BW to promote student success
* Keep abreast of trends in student success and retention, diversity and inclusion and retention
* Perform other duties as assigned

**Special Considerations:**

None

**Special Hours:**

Some evening or weekend hours possible

**Unusual Tasks:**

None

**Required Travel:**

Some local travel possible. Opportunities for conference attendance may also be possible.