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Leadership in Higher Education

Student Success Intern

Department: Student Affairs

Title of Internship: Student Success Intern

Student Success Internship Description

Position Description:

This intern will work with the Director of SSI and the VP of Student Affairs/Dean of Students coordinating and maintaining initiatives associated with first-year retention efforts that involve the FYE 100 (First-Year Experience) & assessment of the Student Affairs division, as well as the LDR course offered to pre-selected students. The intern will receive opportunity, support and understanding of how these efforts work in concert with achieving various student success initiatives that involve the University’s curricular and co-curricular efforts.

Major Internship Responsibilities:

• Lead the development and implementation of spring Course Assistant informational

meeting.

• Lead communication efforts to abreast FYE 100 course assistants of program updates; will plan mid-term meetings as needed.

• Assist with development and dissemination of course evaluation and first-year survey to faculty.

• Review and prepare summary of data of students who withdrew and/or have not returned students for evaluation of trends based on demographics that include gender, ethnic/racial group, organization involvement and year admitted.

• Monitor and prepare "common calendar" of campus event to publicize in new First-Year Experience Web site.

• Assist with scheduling and planning FYE 100 Advisory Council meetings.

• Lead recruitment efforts of Course Assistants during to include: developing and collecting application materials, facilitate marketing efforts, and planning of course assistant training.

• Explore and assist with the collection and inventory of all assessment efforts associated with the Division of Student Affairs (archive on Blackboard site).

• Serve as contributing member of divisional assessment committee (Student Affairs Assessment Committee) through collaboration with department colleagues to interpret data and assist with developing appropriate student success strategies. Provided opportunity to lead SAAC committee (based on progress) during the 2nd semester.

• Assist in shaping experiential learning exercises for leadership studies courses.

• Assist with resource development for LDR.

• Attend Division “All Staff” meetings (monthly).

Other essential duties as assigned may include but not limited to:

• Microsoft Office suite- specifically: Excel and PowerPoint

• Use of Blackboard technology to archive information and communicate with constituents

Preferred Background or Skills:

Student involvement and campus life experience preferred

Special Considerations:

Second year LHE graduate student preferred

Special Hours:

May include occasional evening/weekend hours

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

None

Required Travel:

None

Mission Statement:

The Division of Student Affairs seeks to support the mission of Baldwin Wallace University by assisting each individual student in reaching his or her fullest potential through the development of the whole person. We support and complement the academic curriculum through our interaction with students, individually and collectively.

Campus involvement leads to enhanced self-esteem, confidence, and clarity of values by which individuals lead their lives. We strive to prepare students for lifelong learning through the enhancement of skills which include: leadership, collaboration, and critical thinking. We seek to build a community in which everyone recognizes and respects the individuality, diversity, and interdependence of its members.