



Leadership in Higher Education

Center for Academic and Professional Success Intern

Department: Center for Academic and Professional Success (CAPS)

Title of Internship: CAPS Intern

CAPS Internship Description

Position Description:

This intern will work closely with the Associate Academic Dean / Director of CAPS on a variety of projects. The two main areas of focus will be:

- Living / Learning: work with Residence Life and the appropriate academic units to develop and implement programming in Living/Learning (L/L) communities on campus. Different L/L communities will require different types of support, but there will be interaction with faculty and residence life staff to coordinate and maximize the L/L opportunities that we offer to students. The intern will also be encouraged to work with groups on campus who would like to develop new L/L communities.
- Undergraduate Research: Support programming in our Faculty – Student Collaborative Scholarship program. This will include alerting the campus to grant proposal deadlines, helping with the annual Ovation undergraduate research symposium, contributing to grant proposal writing, and developing programming for students to support research activities.

The CAPS intern will also be asked to help with a variety of other CAPS projects as needed and appropriate. The CAPS area includes: Academic Advising, Career Services, the Learning Center, Disability Services, Explorations / Study Abroad, Honors, Living/Learning and Faculty – Student Collaborative Scholarship.

Major Internship Responsibilities:

This intern will work closely with the Associate Academic Dean / Director of CAPS. Listing of major internship responsibilities include:

1. Design and implement student programs to encourage community development in existing Living/Learning (L/L) communities.
2. Work with faculty, students, and Residence Life staff to design new L/L options.
3. Help with PR and recruitment of students to L/L options.
4. Develop and implement programming for the FSCS program.
5. Help plan and run the annual Ovation celebration of student achievement.

6. Participate in regular CAPS meetings.
7. Other CAPS projects as appropriate.

Preferred Background or Skills:

Some Residence Life experience preferred, ability to work independently and collaboratively, ability to work with people in a variety of roles on campus, ability to take initiative.

Special Considerations:

None

Special Hours:

Occasional evening / weekend hours.

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

None

Required Travel:

None