



Leadership in Higher Education

Commuter Services Intern

Department: Student Affairs

Title of Internship: Commuter Services Intern

Commuter Services Internship Description

Mission:

The mission of the [Office of Commuter Services](#) is to support traditional and non-traditional undergraduate and graduate students who commute to the Baldwin-Wallace College campus. Our mission is achieved through programs and services that assist students in making connections to the campus life and involvement opportunities.

Position Description:

The Graduate Intern is a member of the Division of Student Affairs at Baldwin-Wallace College and reports to the Assistant Dean of Students and Director of the Office of Commuter Services (OCS). The Graduate Intern is responsible for implementing the goals of the OCS and working toward achieving its mission of providing quality services to commuter students and helping them make connections to campus life by getting involved in various activities. Further, the Graduate Intern will play a significant role in the promotion and development of leadership opportunities for B-W commuters in a variety of exciting ways. The responsibility of this Graduate Intern also includes serving as an advisor, committee member, programming resource person and administrator.

Major Internship Responsibilities:

- Assist in educating the campus community about the Office of Commuter Services.
- Plan and implement office programs and activities.
- Serves as a resource to commuter students interested in getting involved on campus.
- Ensure ongoing support to commuter students through programming, office resources, and campus facilities.
- Advise Commuter Activity Board, student organization responsible for commuter programming.
- Develop training materials and co-supervise Commuter Student Assistants.
- Create and maintain publicity and assessment tools for the Office of Commuter Services.
- Maintain the Office of Commuter Services website.
- Design, edit, and distribute The Commuter Connection office newsletter 3 times annually.

- Research best practice commuter programs in order to enhance our services and resources.
- Maintain the Off-Campus Housing database.
- Teach in and out of the classroom.
- Other projects as assigned.

Advisory Responsibilities:

- Advise the Commuter Activities Board (CAB).
- Meet weekly with executive board members of the organization.
- Meet weekly with members of the student organization.
- Set goals with the organization's executive board members.
- Evaluate the progress of the organization's goals and assess the effectiveness of the organization's programs.
- Provide leadership development and team building opportunities for organization members.
- Maintain constant communication including follow-up and feedback with organization members.
- Meet with Commuter Student Assistants on a bi-weekly basis.

Additional Responsibilities:

- Assist with planning Commuter Appreciation Week, open houses, and other OCS programming initiatives.
- Serve as a liaison to the surrounding community for ongoing promotions of programs open to the public.
- Maintain a programming binder inclusive of articles, program evaluation, publicity, and print media.
- Serve as a positive role model to students.
- Meet regularly with supervisor.
- Graduate Interns are also responsible for other duties as assigned.

Special Considerations:

None

Special Hours:

Hours may vary depending on internship requirements.

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

None

Required Travel:

None

