



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 Dean of Students coordinating and maintaining initiatives associated with first year retention efforts that involve the College 101 course & assessment, as well as the LDR course offered to pre-selected students. The intern will receive support and understanding of how these efforts work in concert in achieving various student success initiatives that involve the College's curricular and co-curricular efforts.

Major Internship Responsibilities:

- Assist with pre-fall Faculty and Course Assistant "primer" meeting.
- Assist with communication efforts to abreast COL 101 instructors and course assistants of program updates; will plan midterm meetings as needed.
- Help prepare and disseminate course evaluation and first year survey to faculty.
- Coordinate the collection of the COL 101 course evaluations and prepare general summary.
- 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 COL 101 Advisory Council meetings.
- Facilitate the recruitment efforts of Course Assistants during the spring term to include: Assistance with developing and collecting application materials, facilitate marketing efforts, and help coordinator with training of selected CA's.
- Explore and assist with the collection and inventory of all assessment efforts associated with the Division of Student Affairs (archive on Blackboard site).
- Develop and implement a three-part leadership skill enhancement series for LDR 201.
- Research enrolled student interests and identify networking links as a basis for the Panel of Listeners segment of LDR 202.
- Assist with the implementation of the LDR-student facilitation of the Spring Admission Overnight program.

- Create a leadership education practitioner's guide which will include relevant active learning opportunities for selected coursework in leadership studies.
- 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