

# Office of Student Activities Internship Program

Do you want to make a difference? Are you looking for a way to positively influence Washington College? Have you found a way to stamp your imprint and leave your legacy? Would you like to be a part of shaping campus culture for present and future generations? Are you looking to gain professional experience to better equip you with the skills and abilities to succeed after college? If yes, than the Office of Student Activities Internship Program is the opportunity for you! The Internship Program provides you the chance to gain important professional experience, while learning more about yourself and gaining the abilities to help you pursue your dreams.

## **Leadership Development Intern**

The Leadership Development Intern works collaboratively with the Director of Student Activities and Office of Student Activities Interns to oversee the development of campus life and student leadership at Washington College. In this position, you will have the opportunity to oversee the current and future direction of leadership and campus life through the development of leadership initiatives, workshops, seminars, trainings, conferences, and policy development. This position will offer you responsibilities such as: Student Leader & Advisor of the Month, Spring Leadership Celebration, Spring Leadership Conference, Fall Leadership Conference, and Advisor Training.

## **Communication Intern**

The Communication Intern works collaboratively with the Director of Student Activities and Office of Student Activities Interns to oversee the development of the Office of Student Activities communications and multimedia production, campus life, and student leadership at Washington College. In this position, you will have the opportunity to oversee the current and future direction of leadership and campus life through the development of multimedia publications, leadership initiatives, and policy development. This position will offer you responsibilities such as: Office of Student Activities Newsletter, Student Leader Guide Book, and WAC Dining Hall Activities Calendar.

## **Program Production Intern**

The Program Production Intern works collaboratively with the Director of Student Activities and Office of Student Activities Interns to oversee the development of programming production at Washington College. In this position, you will have the opportunity to oversee the current and future direction of leadership and campus life through the development of programming services out of the Office of Student Activities. This position will offer you responsibilities such as: sound and lighting equipment management, selection and supervision of 2-3 sound techs, event set design and services, event management, and program production.

## **Student Center Intern**

The Student Center Intern works with the Director of Student Activities and Office of Student Activities Interns to oversee the development of campus life and the Student Center at Washington College. In this position, you will have the opportunity to manage the Student Center through programming, oversight of the Info Desk and Game Center, staff supervision and development, budgeting, facility management, and policy development.

## **Web Intern**

The Web Intern works collaboratively with the Director of Student Activities and Office of Student Activities Interns to oversee the development of the Office of Student Activities website. In this position, you will have the opportunity to oversee the current and future direction of the office's website design and content, reach out to clubs and organizations to assist with website design and creation, and learn html and other web design skills.

## **Qualifications for all internships:**

- Cumulative GPA of 2.5 or higher
- Ability to work well individually and as part of a collaborative team
- Commitment to creating and supporting an inclusive campus community
- Excellent verbal and written communication skills
- Demonstrated commitment to student involvement and leadership development
- Ability to prioritize activities and manage multiple tasks efficiently
- Ability to serve as an ethical role model for peers
- Ability to hold others accountable for their position and the responsibilities they hold

**Office of Student Activities  
Internship Application 2008-2009**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Box #: \_\_\_\_\_ Email: \_\_\_\_\_ Aim s/n: \_\_\_\_\_

Local Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Current Class Year:            First-Year            Sophomore            Junior

Major/Minor: \_\_\_\_\_ (Overall GPA must be 2.5 or higher)

**Please rank your interest in internship opportunities (see cover page for description):**

- |  |  |
|--|--|
| _____ Leadership Development Intern (1 position) | _____ Student Center Intern (1 position) |
| _____ Communications Intern (1 position)         | _____ Web Intern (1 position)            |
| _____ Program Production Intern (1 position)     |  |

***Please answer the following questions on a separate sheet of paper and attach your typed responses to this application.***

- 1. Why do you want to be part of the Office of Student Activities internship program?*
- 2. What is your philosophy of leadership?*
- 3. What is your greatest accomplishment? Why? What did you learn?*
- 4. What is your greatest failure? Why? What did you learn?*
- 5. Please attach a resume and any other additional materials you wish to be reviewed.*

***Please list the names of two professional references (can include Faculty or Staff).***

1. \_\_\_\_\_ Phone #: \_\_\_\_\_
2. \_\_\_\_\_ Phone #: \_\_\_\_\_

**Please return applications to: jared halter - Office of Student Activities  
(Located 2<sup>nd</sup> floor Casey Academic Center) by 5:00 pm on Friday, March 20, 2009.**