FIRST-GENERATION @ SCRIPPS
INTERN JOB DESCRIPTION
2016-2017 ACADEMIC YEAR

OVERVIEW

The First-Generation @ Scripps Program is hiring two enthusiastic and mature interns for the 2016-2017 academic year. The interns are responsible for assisting the First-Generation @ Scripps Program Coordinator run the pre-orientation program, supervise the student mentor program, coordinate monthly educational workshops and social events, assist with planning the first-gen retreat, as well as serve as the student liaisons between first-generation students, staff, and faculty.

The student intern positions fulfill a pivotal role in the First-Generation @ Scripps Program, by serving as the first points of contact for incoming first-generation students and being responsible for leading communication efforts with continuing students. The student interns are also expected to maintain a working knowledge of current community dialogue and issues pertaining to first-generation students. Additionally, the interns are instrumental in informing the various aspects of the year-long program plan.

This internship offers well-qualified students the opportunity to expand their knowledge on first-generation college students, develop leadership abilities, and refine interpersonal and organizational skills.

TIME COMMITMENT & ELIGIBILITY

During the school year, student interns are expected to work approximately 5-8 hours a week throughout the semester, with some exceptions including the retreat. Time commitment will vary each week depending on pending projects and upcoming programming. Interns will also meet weekly with the program coordinator.

The student interns will be paid $11.00/hour. Work-study and non-work study students are eligible to apply. Students who will be sophomores, juniors, or seniors during the 2016-2017 academic year are encouraged to apply.

Student must be in good academic standing.

Student must be on campus for entirety of the 2016-2017 academic year and commitment to serve as an intern for one full year.

Training – Interns are required to complete all training requirements including workshops and shadowing. Some training will be completed in the spring, while the majority will take place in mid-August. All training is paid time.

PRE-ORIENTATION COMMITMENT

Interns are required to arrive on campus a week prior to the start of the First-Generation @ Scripps Pre-Orientation in mid-August. The interns will assist the First-Generation @ Scripps Program Coordinator to finalize logistical details of the pre-orientation schedule and prepare necessary

materials provided to students participating in the program. The student interns are required to be present during the entirety of the pre-orientation program and will assist with overseeing the program. Pre-Orientation is three days.

DUTIES AND RESPONSIBILITIES

Primary responsibilities include:

- Required participation in the preparation and planning for the pre-orientation one week prior to commencement of the program
- Assist the First-Generation @ Scripps coordinator in planning and executing the pre-orientation program
- Coordinate year-round programming for first-generation students of all years
- Assist with coordinating the First-Generation @ Scripps retreat in the spring semester
- Attend weekly meetings with First-Generation @ Scripps coordinator and regular meetings with First-Gen faculty liaison
- Supervise the student mentor program
- Write content, interview individuals, design, edit, and publish monthly newsletter
- Maintain First-Gen program database and electronic files
- Collaborate with students, staff, and faculty regarding programming events
- Advertise the First-Generation @ Scripps Program throughout the Scripps community both on-campus and online
- Manage social media and e-mail accounts including Facebook and Outlook
- Maintain relationships with First-Generation @Scripps Program alumnae
- Maintain and organize program binder, including logistical program instructions and future intern guide
- Coordinate event logistics and advertisements

EXPECTATIONS AND DESIRED QUALIFICATIONS

- Exceptional time management, organizational skills, and attention to detail
- Strong written, communication, and interpersonal skills
- Ability to collaborate with others
- Ability to engage in creative design and project management
- Strong computer experience including proficiency with MS office, MS word, e-mail, and web programs
- Sensitivity to and awareness of issues of diversity and first-generation experiences
- Professional attitude and appearance
- Resourceful, informed, and awareness of Scripps community needs as they relate to first-gen students