Student Activities & Orientation Internship Program

Spring 2015

Overview

The Office of Student supports students, faculty, and staff through programs and services in a variety of areas including Student Organizations, Leadership Development, Service Opportunities, Event Planning, Programming, New Student Programs, and Orientation. We strive to enhance the out-of-classroom experience for students.

Internships in the Office of Student Activities are designed to provide graduate students with hands-on learning experiences that will help them develop valuable and transferable skills. Interns will work on a variety of projects designed to foster a new appreciation and understanding of the multitude of resources available to students at MassBay Community College.

Office of Student Activities Mission Statement

The mission of the Student Activities Office is to enhance the student experience by developing and empowering students, creating opportunities for meaningful interpersonal relationships, supporting student organizations, and providing fun, engaging programs for the diverse campus community. Student Activities is committed to creating an environment that supports Student Success, Academic Excellence, Diversity and Inclusivity, and Community Engagement.

Available Internships

1. **Student Activities Intern**
   
   Available for Fall and/or Spring Semesters each academic year
   
   **Fall Semester Internship**: Aug. to Dec.
   
   **Spring Semester Internship**: Jan. to May
   
   **Full Year Internship**: Aug. to May

2. **Orientation Intern**

   Available for Summers (May to September)
   
   *Since Orientation runs throughout most of the year, we would consider another timeframe if requested. However the summer is really when the majority of the program occurs.*
Student Activities Internship

Club & Organization Support
- Maintain the tangible & online resources for Student Club & Organization Leaders & Advisors
- Assist in planning and implementing the Club & Activities Fair
- Assist in the planning and implementation of the Club Registration Process
- Assist in the planning and implementation of the New Club Proposal Process
- Provide support to the Student Clubs & Organizations by helping them with event planning and required paperwork
- Help to plan and implement student club/organization and advisor trainings
- Work with the Coordinator of Student Activities to build and expand the quality of programs and services offered to student organizations and their advisors

Programming & Event Planning
- Initiate and organize responsive programming for the diverse population of students at MassBay
- Assist with campus wide events, such as the Evening of Excellence, Commencement, Spring Days, and Welcome Back
- Provide support in the development, coordination, evaluation and assessment of Student Activities programming
- Collaborate with other college staff in the delivery of campus-wide programs
- Supports efforts to coordinate and advertise a calendar of events
- Assists in the development of new and creative strategies to increase student involvement on campus
- Works with professional staff to book programs with artists and agents and make necessary contractual arrangements for performances, within guidelines of the state and the College

Orientation Internship
- Assist new students, transfer students, and their families with the enrollment process
- Serve as a resource of information about the College and its various student services
- Facilitate small group discussions among incoming students
- Instruct new students in the use of MassBay Technology
- Assist with program surveys and evaluations
- Guide students through the academic advising and registration process
- Handle questions and referrals of new students and parents to appropriate resources on campus
- Assist with the logistical details & planning of orientation programs/events
- Participate in Orientation Leader training & provide leadership for them
Additional Responsibilities For All Interns

- Help to create and implement a variety of campus programs
- Serve as a liaison between the Office of Student Activities and the campus community
- Provide excellent customer service to anyone utilizing the services provided by the Office of Student Activities
- Attend weekly 1:1 meetings with your direct supervisor
- Attend weekly staff meetings if schedule permits
- Other duties as assigned

Internship Learning Outcomes

Interns in the Office of Student Activities will...

- Develop an understanding of the programs and services offered by the Office of Student Activities
- Understand the role of the Office of Student Activities in co-curricular learning at the College
- Utilize critical thinking and problem solving abilities
- Develop programming and/or marketing skills
- Demonstrate positive self-management skills
- Identify transferable skills that can be used upon internship completion

Qualifications

- Ability to work independently 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 manage multiple tasks efficiently
- Ability to serve as an ethical role model for peers
- Must be able to work a minimum of 12 hours (2 days) per week

Contact Information

For more information about these internships, please contact

Julie A. Schleicher  
Coordinator of Student Activities & Orientation  
MassBay Community College  
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☎: 781-239-3053 | ✉: jschleicher@massbay.edu | Fax: 781-239-2669  
www.massbay.edu/studentactivities | www.massbay.edu/soar
## General Information

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## References

Please submit at least one professional reference

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## Supplemental Materials/Questions

1. Please submit a current resume with this application

2. Please briefly answer the following questions (attached additional pages if necessary):
   a. Why are you interested in this internship?
   b. What qualities/attributes will you bring to the position?