

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 pursuing your dreams.

Program Intern

The Program Intern works with the Director of Student Activities to oversee the development of campus life and social programming at Washington College. In this position, you will have the opportunity to build and expand the quality of life on campus through programming, policy development, educational workshops and outreach, and other exciting initiatives.

Leadership Intern

The Leadership Interns works with the Director of Student Activities to oversee the development of campus life and student leadership at Washington College. In this position, you will have the opportunity to build and expand the quality of leadership opportunities and training through educational workshops and outreach, leadership seminars and conferences, policy development, oversight of the Club Resource Center (CRC), and other exciting initiatives.

Student Center Intern

The Student Center Intern works with the Director of Student Activities to oversee the development of campus life and the Student Center at Washington College. In this position, you will have the opportunity to improve and manage the Student Center through programming, staff supervision and development, budgeting, facility management, policy development, and other exciting initiatives.

Additional responsibilities for all interns:

- Help create and implement campus programs
- Serve as a conduit of communication between the OSA, student organizations and the campus community
- Assist in the editing and updating of office publications
- Serve as OSA liaison to various student organizations
- Other duties as assigned...

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 to their position and the responsibilities they hold

**Washington College
Office of Student Activities Internship Application**

Name: _____ Date: _____

Box #: _____ Email: _____ Buddy IM: _____

Local Address: _____ Cell Phone #: _____

Class Year: First-Year Sophomore Junior Senior

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

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

_____ Programming Intern (1 position)

_____ Leadership Development Intern (1 position)

_____ Student Center Intern (1 position)

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

1. *Why would you like to be an OSA intern? What particular qualifications can you bring to the position?*
2. *Please describe any program planning experience you have had. What are your strengths in this area? Describe some challenges you have faced with program planning?*
3. *During the internship experience, you will work with many different groups of people. How will you ensure that the program meets the various needs of all participants? In addition, please describe any experiences you have had with leading or working in groups.*
4. *Please attach a resume or if you do not have one please list and describe recent employment positions (Dates, Employer, Position Held, and Responsibilities).*

Please list the names of two Faculty, Staff or Administration who will serve as references for you.

1. _____ Phone #: _____

2. _____ Phone #: _____

Applications are due in the Office of Student Activities (located on the second floor of the Casey Academic Center) by 4:30pm on Wednesday, September 12, 2007.