Division of Student Life Internship Opportunities – Fall 2012

The Division of Student Life has (11) different credit-bearing internship opportunities with Student Life, Student Leadership, Commuter Student Services, Campus Recreation, Craft Center, Weekend Life, and Student Media. A credit internship is an opportunity to gain work related skills while taking classes as Stony Brook University.

To apply:
• e-mail: Dr. Susan DiMonda, Associate Dean and Director of Student Life at susan.dimonda@stonybrook.edu
• Attach Resume
• Attach a Letter or e-mail stating which internship you are interested in applying for, reasons for applying, and any qualifications or academic major/minor that you may have related to the position.

Once accepted and approved for the Internship students would be required to register for either of the following courses:
**EXT 488 Internship** is for juniors/seniors minimum (57 credit hours)
**EXT 288 Internship** is for freshman/sophomores (less than 57 credit hours)

**Student Life Marketing and Programming Internship (12 hrs per week, 3 Academic Credits)**
- Assist the Associate Dean and Director of Student Life with production of weekly Student Life Listserv announcements, on-line calendar, facebook, and special events sponsored by the Division of Student Life. This is a great opportunity for a student interested in marketing and public relations.

**Student Leadership Intern for the Practicing Engaging Presentations (PEP) Program**
(12 hrs per week, 3 Academic Credits)
- This intern will coordinate the Practicing Engaging Presentations (P.E.P.) Program which is a 6-week, non-for-credit public speaking seminar. The intern will market the program, schedule and conduct interviews with potential participants, attend and assist at each PEP class, prepare resources for each class, conduct one-on-one feedback sessions which include videotaping and critiquing presentations, and create and facilitate public speaking workshops for student groups. Ideal candidates for this position must be organized, have excellent verbal and written communication skills, be willing to give constructive criticism to peers in regards to their public speaking skills, and have strong decision-making skills.

**Student Leadership Intern for Marketing & Web Design (4 - 12 hrs per week, 1-3 Academic Credits)**
- This intern will be trained on the OmniUpdate program in order to create, update, and publish webpages associated with the Leadership Nexus and Student Life websites. This intern will manage the Student Leadership Development Blackboard site, and will design a new Student Leadership Development online newsletter publication that will be sent via the Student Life Listserv. This intern will also develop and implement a campus-wide marketing plan aimed to increase awareness of the Leadership Nexus website. Ideal candidates for this position must be organized, have excellent verbal and written communication skills, and be technologically savvy.

**Commuter Student Services Communications and Marketing Internship (8-12 hrs per week, 2-3 Academic Credits)**
- The Communications and Marketing Intern will be responsible for publicizing events sponsored by Commuter Student Services (CSS) and other clubs, organizations and departments on campus upon request. Typical tasks will include creating event flyers and quarter sheets, updating office website, online calendar of events, Facebook and Blackboard pages, creating and sending weekly outreach emails, assisting with CSS publications, maintaining office bulletin boards in the SAC and Library and collaborating with other office staff on various projects, as necessary. Video editing skills are a plus. Experience with Microsoft Publisher and/or Adobe Photoshop is required.
Student Activities Weekend Life Communications and Marketing Internship (8-12 hrs per week, 2-3 Academic Credits)
- The Communications and Marketing Intern will be responsible for publicizing weekend events sponsored by Student Activities, the Weekend Life Council (WLC) and other clubs, organizations and departments on campus upon request. Typical tasks will include creating event flyers and quarter sheets, updating Student Activities website, reviewing Events Management Committee meeting minutes and maintaining an up-to-date calendar of weekend events, managing and updates our Facebook accounts, creating and sending weekly outreach emails, assisting with Student Activities and WLC publications, maintaining bulletin boards and display cases in the SAC and Union and collaborating with other office staff on various projects, working with student media and journalism groups to report on and publicize events, attending Weekend Life events as needed to take pictures and/or video, as necessary. Photography and Video editing skills are a plus. Experience with Microsoft Publisher and/or Adobe Photoshop is required.

Intramural/Sport Club Internship (4 – 12 hrs per week, 1- 3 Academic Credits)
- Assist in the day to day needs of the intramural and sport club program; which includes administrative paperwork, special events management, budget, payroll, supervision, hiring and training of employees, marketing and publicity and program evaluation/assessment. This is a great opportunity for a student interested in event management, business, operational management, public relations and marketing.

Program Coordinator Internship for the Craft Center (12 hrs per week, 3 Academic Credits)
- Work with a team of Interns to plan and execute events and assist with PR and marketing. Plan small and large scale craft events- Open Craft Studio (Tuesdays), Craft Night, SSK Arts Festival, Make it –Take it crafts, specialty events for clubs and organizations. Intern will research new ideas and help with publicity and marketing; production of flyers, on-line calendar, Facebook, newsletters, program evaluation. Must be available to work every Tuesday evening from 6:00pm-10:00pm. This is a great opportunity for student interested in business, marketing, event planning and the arts.

Gallery Assistant Internship for the SAC Gallery (12 hrs per week, 3 Academic Credits)
- Assist in the planning & coordination of programs and events sponsored by the SAC Gallery/Craft Center. Intern will act as the gallery representative and will assist with publicity and marketing- flyers, on-line calendars, Facebook, Press Releases, program evaluation. Ability to work with and supervise undergraduate assistants, including creating schedules. Maintain a calendar of events, to do lists. Ideal candidate would have strong ability with Word, Excel and Photoshop programs in a Mac environment. Multi-tasking abilities, strong phone and e-mail abilities.

SBU-TV or WUSB Radio Production Intern (4 – 12 hrs per week, 1- 3 Academic Credits)
- Develop Commercials for the Division of Student Life which includes Student Activities, Campus Recreation and Commuter Student Services. Edit SBU –TV productions for airing on Closed Circuit TV. Collaborate on TV or Radio; News, Sports and Live Music productions. Complete edited projects to meet production deadlines. This is a great opportunity for a student interested in a career in journalism, radio or television.

WUSB Operations Internship (4 – 12 hrs per week, 1- 3 Academic Credits)
- Help maintain Fund-raising Database, Computer, Broadcasting, Editing Equipment and Projects for 24- hour a day broadcast FM radio station. Help create equipment manuals and technical training materials. Work with on-air hosts and operation assistants to maintain day to day operations of WUSB studios. This is a great opportunity for a student interested in a career in journalism, radio or television, fund-raising, or business management.

Media Public Relations and Fund-raising Internship (4 – 12 hrs per week, 1- 3 Academic Credits)
- Assist in the day to day needs of the Student Media office , Campus Print and Broadcast offices; May include preparing mailings, coordinating public service announcements, answering phones, take and type meeting minutes, photographing events, participating in committee meetings, collaborating with student media and volunteers, sorting mail, helping to create posters, flyers and other print materials. Entering data for radio station fund-raiser and maintain excel files. Schedule phone coverage during fund-raiser. This is a great opportunity for a student interested in event management, data base management, operational management, public relations and marketing.
**Expectations of students**

Each student will be required to set academic goals for your internship with your faculty sponsor, and the degree to which you meet those goals will be evaluated and graded. Your partners in the EXT 288 and 488 internship are the Career Center, your faculty sponsor, and your site supervisor. Communicating with all three partners is essential. Career Center requirements:

- set learning goals related to either your major or career goals
- keep submit a journal account of your experiences
- evaluate your learning goals at mid-semester
- receive an evaluation from your internship site supervisor (i.e. boss)
- communicate with Career Center and faculty sponsor throughout the semester

Reference Source URL: [http://www.career.sunysb.edu/content/faculty/internships](http://www.career.sunysb.edu/content/faculty/internships)