



### [Division of Student Life Internship Opportunities – Spring 2012](#)

The Division of Student Life has (8) different credit-bearing internship opportunities with Campus Recreation, Craft Center, Fraternity and Sorority Life, Student Media and Leadership. 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](mailto: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)

#### **Outreach & Marketing Leadership Development (8 – 12 hrs per week; 2- 3 Academic Credits)**

- The Outreach & Marketing Intern will be responsible for coordinating and marketing the “Getting Your Foot in the Door” program which allows students to set up one-on-one meetings with Student Consultants to discuss leadership development and campus involvement opportunities. The intern will also be responsible for developing and implementing a marketing campaign for the Leadership Nexus website, and for designing and updating sections of the Leadership Development Opportunities Blackboard site, the Leadership Nexus website, and other mediums. The Outreach & Marketing Intern will also assist with additional leadership development programs and projects as they develop. Candidates for this position must be organized, have excellent verbal and written communication skills, be technologically savvy, have strong decision-making skills, and have an interest in marketing, web and/or graphic design.

#### **Student Activities Fraternity & Sorority Programming Intern (4 – 12 hrs per week, 1- 3 Academic Credits)**

- The Fraternity and Sorority Programming intern will assist in the planning of the Annual Fraternity and Sorority Leadership Conference, the Fraternity and Sorority President's Leadership Retreat, and other major programs for Fraternity and Sorority Life. The Intern will assist in publicity and marketing, learn event policies and procedures, and assist in the assessment of major fraternity and sorority programs. This is a great opportunity for a student interested in event planning and marketing.

#### **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>