Division of Student Life Internship Opportunities – Fall 2014

The Division of Student Life has 15 credit-bearing internships within the areas of Student Life, Campus Recreation, Commuter Student Services, and Student Activities. These internships give students the opportunity to gain hands-on experience while developing and enhancing transferrable skills for their future careers.

HOW TO APPLY:

Email Dr. Susan DiMonda, Associate Dean and Director for Student Life at: susan.dimonda@stonybrook.edu

Your email MUST INCLUDE these 3 things:

1. Email subject line: “Student Life Application”
2. Body of the email: State the internship(s) for which you are applying, your reasons for applying, and your qualifications for the position(s). If relevant, include your academic major/minor.
3. Attachment: Attach a current resume to the email

If accepted and approved for the internship, students will 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)

AVAILABLE OPPORTUNITIES:

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.

Hazing Prevention Marketing Intern (12 hrs per week, 3 Academic Credits)

- Serve as the primary manager for the Hazing Prevention website and all social media projects. Assist with the development of all print publications to support educational programs and initiatives for the Hazing Prevention Committee. Ideal candidates for this position must have web content management knowledge, social media experience, be
confident in working on individual projects, and have a desire to assist with University side efforts on hazing prevention.

**Commuter Student Services and Off-Campus Living**

**Social Media and Marketing Internship (8-12 hrs per week, 2-3 Academic Credits)**

- The Social Media and Marketing Intern will be responsible for developing our online presence and increasing followership on our social media platforms (Facebook, Twitter, Instagram). Additionally, this intern will create and distribute our weekly email marketing blast via Constant Contact, which promotes programs and opportunities across campus. This intern will help manage calendar and website updates (html knowledge *not* required), will enhance our usage of multimedia (ex: video), and will collaborate with office staff on various other projects. Demonstrated ability to navigate social media platforms and strong attention to detail is required. If interested, please send your resume, as well as your twitter handle to emily.resnick@stonybrook.edu.

**Commuter Student Services and Off-Campus Living**

**Graphic Design Internship (8-12 hrs per week, 2-3 Academic Credits)**

- The Graphic Design Intern will be responsible for creating marketing materials to promote office events and initiatives. Typical tasks will include creating event flyers and quarter sheets, developing our semester online newsletter, and assisting with any other office publications. Looking for a creative self-starter, who is looking to expand portfolio! This intern will collaborate with office staff on various projects. Experience with Adobe Photoshop and/or Illustrator is required. If interested, please email your resume, as well as examples of your graphic design work to emily.resnick@stonybrook.edu.

**Campus Recreation Marketing Internship (12 hrs per week, 3 academic Credits)**

- Assist Campus Recreation with production of daily, weekly, monthly and yearly Listserv announcements, on-line calendar, Facebook, and special events sponsored by Campus Recreation. This is a great opportunity for a student interested in marketing and public relations.

**Campus Recreation Personnel Management Internship (12 hrs per week, 3 academic Credits)**

- Assist Campus Recreation with development, management, hiring and scheduling of student staff. This is a great opportunity for a student interested in student development, educational leadership and team building.

**Campus Recreation Business and Management Internship (12 hrs per week, 3 academic Credits)**

- Assist Campus Recreation with business development and office management. This student will work with Manager of Service Operations to help with maintenance and accounting for multiple budget lines, creating operational procedures and processes and help create a fun, vibrant administrative area. This is a great opportunity for a student interested in business and management.
SAC Art Gallery Internship (8-12 hrs per week, 2-3 Academic Credits)

- Intern will act as a gallery representative, supervising the gallery and engaging with visitors. Assist the curator in the set-up and breakdown of exhibits, and with gallery maintenance, advertising and reports. Participate in Craft Center events as needed. Must be available for a minimum of 6 gallery hours per week (2 - 3 hour shifts.) Gallery Hours: M, T, TH 1pm-6pm, W 12pm-8pm.

Craft Center Event Planning Internships (12 hrs per week, 3 Academic Credits)

- Work with a team to plan and execute small and large scale events such as Craft Nights, SSK Arts Festival, Earthstock etc. Research new craft ideas, make samples and serve as a craft demonstrator during events. Maintain craft inventory, compile event surveys. Candidate must be creative and engaging and available to work events every Tuesday from 6:30pm-9:30pm.

Craft Center Photography/Graphic Design Internship (12 hrs per week, 3 Academic Credits)

- Take photos and document events and art work for the Craft Center and SAC Art Gallery. Maintain online calendars, list serves, Facebook, Instagram and Pinterest. Production of event flyers and posters. Must be creative, proficient in social media platforms and have strong computer skills (Photoshop strongly preferred). Must be available to work some business hours, some evenings and Tuesdays from 7pm-9pm. Participate in Craft Center events as needed.

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, Print Publications 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

Student Activities Weekend Life Graphic Design and Marketing Internships (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. The intern will work closely with the Photography and Social Media Intern for the Weekend Life Council on a number of tasks including updating the WLC and Student Activities website, managing and updating our Facebook accounts and display cases in the SAC and Union; creating flyers and quarter sheets; organizing, and facilitating video promotion projects; photo chronicling of events, archiving and uploading pictures to social media websites and cloud drives in a timely manner; maintaining and editing WLC’s photo collection and related items (promo board, etc.); notifying student press and other media to cover events; as well as collaborating with other office staff on various projects as necessary. Experience with social media marketing, Microsoft Publisher/Adobe Photoshop and/or Illustrator are required. Strong attention to detail, administrative and organizational skills are necessary. Please email resume to Christine.Noonan@stonybrook.edu

Student Activities Weekend Life Photography and Social Media Internship (8-12 hrs per week, 2-3 Academic Credits)

- The Weekend Life Council Photography and Social Media Intern will be responsible for attending and taking pictures at events hosted by Weekend Life Council, as well as assisting with the production and distribution of Weekend Life Council general marketing and branding, memes, program advertising, and promotional materials on all social media (Facebook, Twitter, Instagram, and SB Life). The intern will work closely with the Communications and Marketing Intern for the Weekend Life Council on a number of tasks including updating the WLC and Student Activities website, managing and updating our Facebook accounts and display cases in the SAC and Union; creating flyers and quarter sheets; organizing, and facilitating video promotion projects; photo chronicling of events, archiving and uploading pictures to social media websites and cloud drives in a timely manner; maintaining and editing WLC’s photo collection and related items (promo board, etc.); notifying student press and other media to cover events; as well as collaborating with other office staff on various projects as necessary. Experience with social media marketing, Microsoft Publisher/Adobe Photoshop and/or Illustrator, and basic video and photo editing skills are required. Strong attention to detail, administrative and organizational skills are necessary. Please email resume to Christine.Noonan@stonybrook.edu
### EXPECTATIONS OF STUDENTS

Each student will be required to set academic goals for your internship with your faculty sponsor. 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 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)