The Division of Student Life has 19 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:**

Your email MUST INCLUDE these 3 things:

1. **Email subject line:** “Internship 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. If you are interested in this internship, please send your resume to susan.dimonda@stonybrook.edu

**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, 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.

**LGBTQ Services Marketing and Design Intern (12 hrs per week, 3 Academic Credits)**

- The LGBTQ Services Marketing and Design Intern will be responsible for the development of online and print marketing materials and strategies to help inform and engage the campus community with LGBTQ Services. This intern will be responsible for creating and sending weekly list-serve emails, promoting events through social media platforms, updating the calendars and websites (using non-html content management system) and developing eye-catching educational and promotional materials for print and online distribution. The ideal candidate for this internship is detail oriented, organized, excited to work as part of a team, and must have experience with multiple social media platforms and a working knowledge of Adobe Photoshop and/or Illustrator. Experience or knowledge about gender and sexuality a plus! If you are interested in this internship, please send your resume and examples of your work to chris.tanaka@stonybrook.edu.

**LGBTQ Services Programming Intern (12 hrs per week, 3 Academic Credits)**

- Working as an integral part of the LGBTQ* Services team, this intern will be responsible for assisting in the development of programming that centers an anti-racist lens and POC experiences in conversations of sexual and gender diversity. This intern will have the opportunity to play a central role in the planning and execution major programs and initiatives already ingrained into LGBTQ* Services, including but not limited to: LGBTQ* [campus] Life Series, Rainbow Thanksgiving Banquet, Transgender Day of Remembrance, Transgender Day of Visibility, etc. Facilitation of discussion based programs, and general outreach may also be expected as part of their responsibilities. Some degree of knowledge and/or experience working with LGBTQ* communities/sexual and gender diversity is expected. If you are interested, please send your resumé to Chris Tanaka, Coordinator of LGBTQ* Services at chris.tanaka@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. If you are interested in this internship, please send your resume to Durron.Newman@stonybrook.edu

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. If you are interested in this internship, please send your resume to Durron.Newman@stonybrook.edu

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 Coordinator 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 management, finance, or accounting. If you are interested in this internship, please send your resume to Leigh.Mizvesky@stonybrook.edu

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. If you are interested in this internship, please send your resume to Janice.Costanzo@stonybrook.edu

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. If you are interested in this internship, please send your resume to Janice.Costanzo@stonybrook.edu

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. If you are interested in this internship, please send your resume to Janice.Costanzo@stonybrook.edu
Digital Media Intern for Weekend Life (12 hrs per week, 3 Academic Credits)

- Promote upcoming Weekend Life Council events on social media accounts. Generate relevant and regular content for social media. Update content of Student Activities/Weekend Life Council website when necessary and appropriate. Assist in the compiling, editing, and proofreading of the Weekend Life ListServ and other email marketing campaigns. Serve as a regular photographer of Weekend Life Council events as necessary. Provide marketing support to Weekend Life Council marketing team when needed. Full time undergraduate Stony Brook Student with a minimum 2.5 GPA. Skills in digital photography and owning a camera preferable. Interest in learning digital marketing, media, photography, or graphic design. Creative individual who works well independently and within a team. Avid social media user and demonstrated knowledge of professional use of Facebook, Instagram, and Twitter. Interested individuals should send a resume, cover letter, and 3 professional references to sb_weekendlife@stonybrook.edu

Event Planning, Operations, and Management Intern for Weekend Life (12 hrs per week, 3 Academic Credits)

- Assist in the planning and development of major and minor Weekend Life Council events. Serve as a leading event coordinator for at least 1 large scale event per semester. Create, maintain, and manage inventory system for existing event supplies and materials. Regularly update and organize inventory system of supplies and materials. Provide support in ordering new supplies, decorations, and other necessities for events in a timely fashion. Be a present and active member at Weekend Life Council staff meetings and provide ideas and contribute to success of Weekend Life Council programming. Have a presence at Weekend Life Council events and assist with set-up, management, and breakdown of events as necessary. Provide event planning support to Weekend Life Council when necessary. Full time undergraduate Stony Brook Student, Minimum 2.5 GPA., Skills in event planning, management, and execution preferred, particularly with large scale events. Creative individual who works well independently and takes initiative. Strong teamwork skills with ability to resolve conflicts and be vocal about ideas and opinions. Organized individual with strong multi-tasking and follow-up skills. Interested individuals should send a resume, cover letter, and 3 professional references to sb_weekendlife@stonybrook.edu

Special Projects Intern for Weekend Life (12 hrs per week, 3 Academic Credits)

- Assist the Assistant Director of Programming (Coordinator of Evening and Weekend Life) in initiatives and outreach relating to Weekend Life at Stony Brook University. Conduct research on new technology, strategies, software, etc. aimed for improving event planning efficiency or organizational improvements. Draft proposals to the Assistant Director of Programming for consideration and review of purchasing new equipment or formation of strategies. Implement new technologies, software, organizational improvements or efforts, and standard operating procedures with the intent of improving organizational efficiency. Conduct research on new, innovative, original, and creative event ideas hosted at other universities and college campuses. Generate a list of new potential vendors, caterers, suppliers of event materials, resources, and other fun initiatives. Full time undergraduate Stony Brook Student and a minimum 2.5 GPA. Skills in event planning, management, and execution preferred, particularly with large scale events. Creative individual who works well independently and takes initiative. Working knowledge of Google Drive suite including Sheets, Docs, and organizing files. Organized individual with strong multi-tasking and follow-up skills.
Strong ability to finish projects when started in a timely manner and sticking to deadlines when set. Interested individuals should send a resume, cover letter, and 3 professional references to sb_weekendlife@stonybrook.edu

SBU-TV or WUSB Radio Production Intern (4 - 12 hrs per week, 1- 3 Academic Credits)
- Develop, edit, and produce, audio and video promotional materials and public service announcements with the Student Media Council, Student Activities Clubs and Organizations and the Division of Student. Collaborate on Audio, Video and Events program development with the Student Media Council, WUSB 90.1 radio station and SBU-TV online television including but not limited to short films, news, sports and live music productions. Learn to operate radio broadcast equipment, operate video cameras, still cameras and related computer software programs. If you are interested in this internship, please send your resume to isobel.breheny-schafer@stonybrook.edu

WUSB Operations Internship (4 - 12 hrs per week, 1- 3 Academic Credits)
- Responsibilities may include maintaining the fundraising database, website and streaming computer, maintaining broadcast and editing equipment and working on projects for 24-hour a day broadcast FM radio station. Help create equipment manuals and technical training materials. Maintain WUSB program and operations logs and act as equipment manager. Work with on-air hosts and operation assistants to maintain day to day operations of WUSB studios. Assist in maintaining Vinyl and Cd Music Library and related digitization projects. If you are interested in this internship, please send your resume to isobel.breheny-schafer@stonybrook.edu

Media Public Relations and Photography internship (4 - 12 hrs per week, 1- 3 Academic Credits)
- Collaborate with the Student Media Council by photographing events, participating in committee meetings and representing the Student Media and Student Activities office at various on and off campus functions. Assisting in specials events, public relations, marketing, helping to create posters, flyers and other print materials, assist in managing social media pages, learn to write press releases for events. If you are interested in this internship, please send your resume to isobel.breheny-schafer@stonybrook.edu

Media Fundraising Internship (4 - 12 hrs per week, 1- 3 Academic Credits)
- Assist in the day to day needs of the WUSB 90.1fm radiothon fundraiser and other media related fundraising and developing grant goals. Help plan live music and other related fundraising events. Help maintain volunteer and pledge room phone coverage. Gain experience in planning large scale fundraisers. Create flyers and needed fundraising promotional materials, preparing mailings, answer phones, collaborate with student media and volunteers, enter data for radio station fundraiser and maintain excel files. Learn to create broadcast announcements. If you are interested in this internship, please send your resume to isobel.breheny-schafer@stonybrook.edu

Media & Journalism Print & Online Publications Internship (4 -12 hrs per week, 1- 3 Academic Credits)
- Create quality graphics and related materials. Edit assigned projects and provide copy editing for publications. (Excellent written English required.) May include working with the Student Media Council, the Statesman, the SB Press, the Independent, or Black World. Maintain and Update website and manage social media pages, code and develop
mobile and web friendly applications for media and journalism needs. Maintain Historic and Archival Libraries for print and online publications. If you are interested in this internship, please send your resume to isobel.breheny-schafer@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
- communicate with Career Center and faculty sponsor throughout the semester

Reference Source URL: http://www.career.sunysb.edu/content/faculty/internships