Division of Student Life Internship Opportunities – Spring 2015

The Division of Student Life has 17 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

**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. If you are interested in this internship, please send your resume to Kimberly.Mones@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.

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 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. 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

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 are required. Strong attention to detail, administrative and organizational skills are necessary. Please email resume to Christine.Noonan@stonybrook.edu
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

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