

Ashland University

Student Affairs Internship Program

Position Title: Community Service Intern
Department: Center for Community Service
Reports To: Director of Community Service

Position Description:

The Community Service Intern works 15 hours per week as a member of the Center for Community Service staff. In return, the intern receives benefits as outlined in the Student Affairs Intern Contract. Additionally, the Intern moves in prior to the academic year to assist with August Orientation service project, AU GIVS. Intern assists with Involvement Fair at summer Drive-Ins, if possible.

Specific Duties:

- Create weekly service newsletter, distribute through email to volunteers and campus leaders.
- Maintain an email database of all volunteers and campus leaders
- Maintain open, two-way communication throughout campus in regards to all service events.
- Market publicity for community service events.
- Revise and expand the online *Directory of Volunteer Opportunities*
- Maintain the Center for Community Service web page (training provided)
- Coordinate projects including Service Week, Adopt-a-Family and National Volunteer Week.
- Assist in the coordination of AU GIVS, Ashland in Action and other projects as assigned.
- Maintain a database which tracks all service events and lists of student participants.
- Attend and assist with selected Center for Community Service events
- Participate with the professional staff in presentations to classes and groups, when applicable.
- Meet regularly with supervisor to review progress.
- Participate in weekly Center for Community Service staff meetings.
- Keep records of all activities, flyers, correspondence, etc.
- Contribute to office management.
- Complete other duties as assigned.

Learning Objectives:

Experience the daily operations of the Center for Community Service.
Develop computer skills including web page development and Microsoft Office 2007.
Enhance public speaking skills through classroom and group presentations.
Work independently, and as a member of the team, to complete projects.
Understand the volunteer needs of the Ashland community.
Improve communication and organization skills.

Qualifications:

3.0 cumulative grade point average
No Level I, II judicial or academic integrity violations
Related Community Service experience

January 2008