

Ashland University

Student Affairs Internship Program

Position Title: Minority Student Services

Department: Minority Student Services/Judicial Affairs

Reports To: Director of Minority Student Services/Judicial Affairs

Position Description:

The Minority Student Services (MSS) Intern works 15 hours per week as a member of the MSS Affairs Staff. In return, the intern receives benefits as outlined in the Student Affairs Intern Contract.

Specific Duties:

- Write and distribute MSS newsletter on a regular basis
- Coordinate MSS advisory committee meetings and take minutes
- Present MSS issues to various classes and campus constituents
- Coordinate special MSS events
- Market MSS services and programs
- Coordinate the Pathways Mentoring Program
- Work with the Executive Board of the Black Student Union and others in the coordination of co-sponsored programs
- Develop weekly report and meet weekly with supervisor to review progress
- Other projects as assigned

Learning Objectives:

- Become efficient in basic office skills relevant to MSS and Judicial Affairs
- Recognize the importance of diversity initiatives at AU
- Develop strong organizational and time management skills
- Be proficient in Interpersonal Communications as well as public speaking
- Gain relevant experience to use in a future career

Qualifications:

- Minimum 3.0 cumulative grade point average
- No Level I, II judicial or academic integrity violations
- Commitment to diversity and minority student needs

January 2008

