

**Ashland University**  
**Student Affairs Internship Program**

**Position Title:** Student Affairs Technology Intern  
**Department:** Student Affairs  
**Reports To:** Linda Crone, Administrative Assistant

**Position Description:**

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

**Specific Duties:**

- Report directly to the Administrative Assistant, Student Affairs
- Develop and maintain a monthly work schedule between departments.
- Assist with maintenance of Student Affairs departmental web pages
- Develop and train Student Affairs staff members on how to maintain department websites
- Identify and educate the Student Affairs staff on new and current technology.
- Identify trends in technology, recommend and encourage their use to better serve students
- Promote awareness and inform Student Affairs staff of current and future technology issues
- Establish relationship and serve as a liaison with other offices and departments managing and utilizing technology.
- Create web based programs as needed.
- Coordinate Student Affairs Division technology refresh cycle.
- Be a role model and maintain high standards of self and others.
- Other projects as assigned.

**Qualifications:**

- Experience with PC troubleshooting.
- Knowledge of graphics, i.e. photo galleries, and familiar with basic operation of a digital camera, camcorder, palm pilot, pocket pc, scanner.
- Basic understanding and willingness to learn more of HTML, JavaScript, ASP (classi and NET), PHP, SQL (MySQL and SQL Server (2000 and 2005), and database management.
- Minimum 3.0 cumulative grade point average.
- No Level I, II judicial or academic integrity violations.
- Effective leadership and communication skills, honor and integrity, sound work ethic and team player.

January 2008