

Experiential Learning & Community Engagement

Service-Learning • Internships • Undergraduate Research
Jackson Fellows • Bonner Leader Program • Community Kitchen

Information to Include In a Position Description

Job Description

- Name and address, including web address (where available) for your organization with a brief description (e.g., organizational mission)
- Position title
- Description of the position
 - Explain in detail, the roles and responsibilities/duties
 - List specific tasks and projects the intern will complete
- Offer possible projects that complement the student's learning goals
 - Duties should not focus on the advancement of the organization's operations or consist of work routinely performed by regular employees

Supervision

- Name and contact information of the person with whom students should inquire
- This is a learning experience; therefore, the student cannot be treated as a consultant and expected to provide expertise on their own (without mentorship) in any area related to the engagement
- The supervisor should serve as a resource to teach/mentor the student as part of the experience
- The supervisor needs to provide regular and on-going supervision and feedback on the student's performance

Training/Learning Experience

- Include structured and planned learning opportunities, such as mentoring and networking activities that are not connected to the assigned tasks
 - This should be an extension of a student's learning experience that reaches beyond the classroom
- In advance of the experience, the student will likely work to create clearly defined learning objectives/goals that relate to the professional goals of their academic coursework

Compensation

- Regardless of program, it will be important to examine what resources your organization can contribute to pay a student engaged in work with you. Dependent upon which program, we encourage you to consult with your Human Resources Department and ELCE, to determine what's appropriate.

Timeframe

- Include an estimate of the hours per week students need to be available
 - Interns typically work 10 – 20 hours per week during the academic year/semester; summer internships may be part-time or full-time.
 - Bonner (community-based work-study) are required to work an average of 10 – 12 hours during the academic year only.
 - Service-Learning students must complete a minimum of 20 hours over the course of a semester.
- Indicate the term and duration of the experience – either fall or spring semester, summer, if year-long is preferred (e.g., fall and spring), and/or multi-year

Location

- Indicate the department in which the student will serve at your organization (and other context around organizational hierarchy if need be)
- Estimate the amount of travel that will be required for the position and note any related reimbursement

Qualifications

- Required and preferred qualifications should be outlined. Examples of qualifications include major, GPA, level of education, etc. We encourage you to consider qualifications that are necessary and allow applications to be reviewed holistically.
- Please note, limiting positions to particular majors may exclude qualified students whose skills and abilities would benefit your organization. Organizations could consider including language such as, “Open to all majors, with preference given to XYZ major.”

How to Apply

- Application requirements (e.g., resume, cover letter, portfolio and/or background check)
- Method of application (by email, online, or U.S. mail)
- Include contact information for students to use for any questions regarding the application process
- Provide an application deadline and other useful timeline information

Process for Connecting and Sharing at CSB/SJU

Upon receiving the information outlined above, the CSB/SJU Office of Experiential Learning & Community Engagement will share this information broadly with both students and faculty members. For best results, we encourage organizations to connect at least one semester in advance of the time they hope to engage students.

We welcome any questions related to this process, or in relation to specific programs, and encourage you to contact one of the staff members outlined below. As a collaborative team, we'll help to steward your opportunities appropriately.

Director: Angie Schmidt Whitney, M.A.

awhitney@csbsju.edu

320-363-5117

Assistant Director: Laura Hammond, MSW/LGSW

lhammond@csbsju.edu

320-363-5300

Service-Learning/Bonner Coordinator: Adia Zeman

amzeman@csbsju.edu

320-363-5237