CSP Internships 2016

Bowling Green State University
Department of Higher Education and Student Affairs

330 Education Building, Bowling Green, OH, 43403
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Questions to help you discern “fit”

The internship interview is where you present yourself, your narrative, experiences, and skills strongly. However, the internship also encompasses a significant part of our curriculum, and it will contribute to your learning through the professional experiences that you will gain. Therefore, I encourage you to ask critical questions that will help you discern what level of support, opportunity, and learning you will get from your department. Every department and every institution will provide unique experiences—be mindful of your needs before you come to I-Days.

Questions to reflect upon before I-Days:

- What brought me to student affairs?
- What experiences made me ask the question, “How can I also do what my mentor/advisor/student affairs-affiliated person do?”
- What are you passionate about? What fuels your sense of purpose?
- What are your academic interests in student affairs? What are the functional areas and departments that can help me best explore those interests meaningfully?
- What is something you see yourself doing after your master’s program? Searching entry-level job descriptions might give you an understanding of skills and experiences you want to acquire over the course of your two years. (Note: you do NOT need to know right now exactly what you want to do post-grad. This is just something to give you some direction.)

We also encourage candidates to explore functional areas that they might not have experience in currently. Having diverse experiences only strengthens your educational journey. Consider the following skills to assess where you have experience, and where you could gain more growth and exposure. These have been adapted from the ACPA/NASPA Professional Competencies.

- Supervision
- Advising
- Support of diversity/equity initiatives
- Conflict resolution
- Crisis response
- Budget management
- Assessment and evaluation
- Training, facilitation, or teaching
- Curriculum design and program design
- Experience working with various technologies

How will the internships you preference capitalize on your interests and knowledge while also exposing you to skill sets and experiences that you do not currently have?
Potential Interview Questions

- Tell me about yourself.
- What experiences do you have working with diverse populations?
- What motivates you?
- Tell me about a time when you had to communicate an idea to a group.
- Tell me about a time when you demonstrated initiative.
- Tell me about your biggest strengths and biggest weaknesses.
- Tell me about a time when you failed.
- Where do you see yourself struggling with this internship?
- Where do you see yourself excelling with this internship?
- What’s your leadership style?
- What do you desire in a supervisor?
- What do you desire in an office environment?
- What motivated you to apply for this position?
- Why should we pick you over the other candidates?
- Other content or functional area-specific questions: How much experience do you have with _____?

Answer Questions Thoroughly!

Think of what motivates you about the positions, some examples that illustrate your strengths, and the fit between you and the position/organization.

For behavioral interview questions, remember STAR: Situation, Task, Action, and Result.
- **Situation:** Describe the situation you were in or the task that you needed to accomplish. You must describe a specific event or situation, not a generalized description of what you have done in the past.
- **Task:** What goal were you working toward?
- **Action:** Describe the actions you took to address the situation with an appropriate amount of detail, and keep the focus on YOU. What steps did YOU take and what was YOUR specific contribution?
- **Result:** Describe the outcome of your action and don’t be shy about taking credit for your behavior. What happened? How did the event end? What did you accomplish? What did you learn? Make sure your answer contains multiple positive results.

You should also have 3-5 questions prepared to ask at the end of each interview. Remember, it’s not just them interviewing you—you are also interviewing them, and you should feel free to seek out as much information as you need to make an informed decision.
Internships at Bowling Green State University

Erica Aguilar (CSP ‘17)  
Office of Admissions Graduate Assistant

If I can say anything about my graduate experience thus far, it is that I was not prepared for the amount of learning. I came into this program with the mindset that I was going to learn what I needed to inside the classroom and within my assistantship. But learning does not just happen within Education 355 and the Office of Admissions; it happens in the HESA Office over lunch, in conversations with fellow cohort mates, in random interactions with past CSP-alum. Everything within this program can be a learning opportunity, and you should constantly keep an open mind to all the ways this program can enrich your life, both professionally and personally.

I have loved working on campus and living off campus because it provides the perfect balance of being a graduate student and a real person. I can come home after class and feel that my “work life” is shut off (though we know in this field, that is rarely the case)! After long days of work and class, NPIT planning, or BGSDA events, I love having a place away from campus where I can take some time to be away from it all. Living with another CSP grad has been extremely beneficial. It is nice to have someone there who completely understands the experience. We work on homework together, discuss our internships, and keep each other accountable.

My new goal is to spend one Saturday a month taking the full day for myself. I love visiting new cities (my favorite is Ann Arbor!), so taking one day to explore and get away from Bowling Green is so important for my health. It is so important to have time to recharge, whether that be spending time at a coffee shop or reading a book that isn’t about student development. Take the time to enjoy these two years with your cohort mates, because two years fly by!

Brandii J. Halliburton (CSP ‘17)  
Graduate Hall Director: Founders Hall

When I first considered applying to the college student personnel program here at BGSU, I had never dreamed that I would land an assistantship in the Office of Residence Life. I have to say, it has been one of the most rewarding experiences thus far! This department provides numerous opportunities for me to learn and grow professionally and personally.

One of my favorite aspects of this internship is how closely I get to work with students on a daily basis. I practically live with them! I have to say that my experience thus has been awesome and I look forward to continuing my growth in this department and as an aspiring student affairs professional.
Matthew Ralph (CSP ‘17)
College of Health and Human Services: Academic Advisor
Working at BGSU and living in Findlay, OH has its challenges: I-75 and staying connected to my fellow CSPers. However, these challenges are worth being a CSP student at BG. Living in Findlay does mean 30-40 minutes of driving time each way, but the drive home helps me decompress and destress after a long or hard day. While I am convinced the construction on I-75 will never end, the commute has not been too bad. Staying connected is definitely the tougher of the two challenges, but thanks to modern technology and an amazing cohort, I have been able to stay involved and part of the BG community. The numerous GroupMe’s and other forms of social media help me feel like I am there in BG. I try to attend study groups in BG as well as lunches my awesome cohort plans throughout the semester. My internship has exceeded anything I could have thought of: every day brings new challenges, opportunities, and learning experiences. The entire BGSU community from supervisors, to deans, to professors and everyone in between is very approachable, helpful, and welcoming. There is an incredible amount of opportunities at your fingertips, and this program is the epitome of excellence and professionalism. Overall, my experience has been nothing short of amazing!

Kelsey Shultz (CSP ‘16)
Career Center Graduate Assistant
As someone with previous working experience, I was nervous about transitioning back to being a student, and if I could build friendships in the program. However, the academic and social structure of this program consistently validated, challenged, and supported me to bring my perspectives and succeed in the classroom and through my internship. You can make a big cohort small, but you can’t make a small cohort big. HESA Nation is a large family, which you find niches within, and our size provides incredible opportunities for personal, academic, and professional resources and networking during and beyond our time at BGSU. The program is intentionally structured to foster development and community, so my connections grew organically through classes, department programming, personal study groups, and working at the Career Center. Working and learning with talented, brilliant colleagues here has helped me grow the most, particularly through the unique 6890 small group experience. Lastly, developing my knowledge, skills, and experience through my internship and practicum experiences has also been invaluable. After creating professional development goals, I sought out opportunities within my internship and when choosing practicum experiences to accomplish them, and have succeeded in doing this with enthusiastic support from faculty and supervisors. I have never regretted my decision to choose BGSU, and look forward to becoming a proud alumna of this program.

Michael Zangl (CSP ‘16)
Graduate Hall Director: Falcon Heights
Being a part of HESANation has allowed me to learn so much more about myself as a person and professional. My internship with BGSU’s Office of Residence Life allows me a high-degree of student interaction, whether in my office, in the dining halls, or on the way to my apartment in Falcon Heights. As a graduate hall director I can be a generalist; I work with new students, students in fraternities and sororities, advise student organizations, serve as a conduct officer, plan large-scale programs, and supervise student staff. This all can be draining for even the most extraverted of folks (believe me, I am one of them), but I have also been so grateful of the Shonda Thursdays, random coffee shop dates to crank out homework and reading, and new city adventures with my cohort members to recharge!
Alumni and Development:  
Student Alumni Connection Graduate Intern

**Position Description:**
Alumni & Development is a high demand field in higher education and the skills gained from working in our division will provide you with a unique skill set that will distinguish you from your peers and make you a well-rounded higher education administration professional. The SAC Graduate intern serves as the primary adviser to the Student Alumni Connection (SAC). SAC is designed to serve as a bridge between current BGSU students and alumni. SAC offers leadership opportunities, professional development, programming and event planning experience to its members.

**Major Responsibilities Include:**
- **Advising**
  - Recruit, train, and advise 5 executive board members
  - Coordinate interview process for executive board and prospective new members to SAC (with support from VP of Membership)
  - Conduct weekly 1:1 meetings with SAC President & Vice President of Programming
  - Conduct bi-weekly 1:1 meetings with all other SAC Executive Board members
  - Assist SAC Executive Board members with planning and execution of any retreat(s), continuous professional developments for SAC Members, and any other educational or developmental approaches
  - Provide leadership, advising and guidance for students in decision-making and management of event(s)
  - Facilitate the development of SAC Executive Board Members and General Members
  - Attend all SAC related meetings, events, or functions
- **Event Planning**
  - Oversee the planning, development and implementation of SAC events
  - Assist with coordinating and implementing logistics for all events
  - Assist with volunteer (students, faculty, and/or staff) management
  - Ensure timely and appropriate stewardship of participants, volunteers, and winners if appropriate
  - Communicate with campus stakeholders and colleagues regarding upcoming SAC initiatives or events
- **Assessment**
  - Develop and implement satisfaction/feedback evaluations for SAC Executive Board Members and General Members
  - Ensure timely completion of evaluation/assessment and all wrap-up communication
  - Ensure use of collected data to impact change
- **Training & Development**
  - Develop comprehensive training and development sessions for SAC Executive Board and General Members
  - Establish appropriate organizational goals and learning outcomes each semester with active Executive & General Members
- **Administrative Responsibilities**
  - Ensure SAC VP of Membership understands how to create and maintain a budget (oversee this process continuously)
  - Maintain accurate transition reports, material samples, and correspondence samples for each SAC initiative
  - Respond to emails and phone calls within one business day
  - Attend Alumni/Annual Giving staff meetings
  - Attend University Advancement Division meetings when appropriate
  - Assist with major alumni/division events as needed, such as Homecoming
  - Complete other duties as assigned
Outcomes:
- Gain an understanding of University Advancement as a division of BGSU
- Understand the role of the Student Alumni Connection within the context of University Advancement and BGSU
- Develop advising, supervising, and mentoring skills through working with SAC students
- Understand university and organizational policies and utilize them in positive ways
- Learn techniques and methods of assessing, designing, and implementing programs with individuals, groups and organizations
- Use appropriate assessment, evaluation, and research methodologies within the field of both Student Affairs and Advancement
- Develop critical thinking and decision-making skills
- Develop teamwork skills and interact successfully within peer and student groups
- Work closely with students and professionals from a variety of backgrounds
- Develop public speaking, presentation, facilitation, and networking skills
- Develop skills to manage the prioritization of professional and personal responsibilities
- Work with event coordination in all aspects of program preparation

Time Commitment:
20 hours per week. Days and times may vary. Availability to work some evening and weekend hours is essential. The graduate internship contract covers the academic year (August-May) and is typically renewable for a second. Travel to CASE ASAP is required.

Benefits/Compensation:
- Stipend: $9,000
- Tuition scholarship: 30/42 credit hours

Institution: Bowling Green State University
Department: Office of Alumni and Development
Website for Department: http://www.bgsu.edu/alumni.html
Number of Positions Available: 1

Contact Information
Kelly Basden Lawrie
Assistant Director
Mileti Alumni Center
klawrie@bgsu.edu
419-372-7690
Career Center Graduate Assistant

**Major Responsibilities Include:**
- Provide career planning and employment consulting services to students.
- Conduct individual career development and job search appointments with students.
- Critique resumes and cover letters during “drop-in” hours.
- Facilitate presentations to classes and student organizations on topics, such as Career Center services, career exploration, job searching, resume development, interviewing, etc.
- Coordinate projects, such as social media management, Career Student Ambassadors, non-traditional student career programming, intern spotlights, front desk operations, etc.
- Assist with the daily operations of the Career Center.
- Complete special projects and other duties as assigned.

**Additional Responsibilities Include:**
- Observe administrative staff to learn career counseling techniques/strategies
- Participate in training provided for job search sessions and workshops.
- Meet weekly with supervisor to evaluate and support learning and review progress of work assignments.
- Enhance knowledge and skills related to student and career development, job search, and career management.
- Assist with supervision of student staff, including hiring, training, and supervising front desk staff, as needed.
- Identify and apply the technologies used by the office.
- Develop professional goals and implement plans of action.
- Assist in the coordination and implementation of career fairs.
- Coordinate career development and job search programming initiatives.
- Assist in the development and writing of Career Center publications.
- Participate in assessment of programs and services and research projects.
- Assist with customer service and marketing functions of the office.
- Document performance in monthly, semester, and annual reports.

**Features/Culture of the Office:**
Graduate Assistants Receive:
- One-on-One Interaction with Students
- Presentation Facilitation and Public Speaking Experience
- Project Development and Management Experience
- Interaction with Faculty and Academic Affairs Staff
- Relationship Building Experience with Employers
- Opportunity to Work in a Professional Environment
- Publication Writing and Editing Experience
- Assessment and Evaluation Experience
- Potential Student Supervising/Mentoring Experience
- Excellent Job Search Skills!

**Time Commitment:**
- 20 hours/week flexible schedule (generally Mon-Fri with some evening hours)

**Prerequisite Knowledge/Skills:**
No prior knowledge of/experience with career services required
**Benefits/Compensation:**
- Stipend: $9,000 (8/14/16 – 5/7/17)
- GA’s do not work when classes are not in session
- Tuition scholarship: 30/42 credit hours

**Institution:** BGSU
**Department:** Career Center
**Website for Department:** http://www.bgsu.edu/career-center.html
**Number of Positions Available:** 2

**Contact Information**
Andrea Gutierrez
Assistant Director
Bowling Green State University Career Center
jmturos@bgsu.edu
419-372-2356
College of Business Career Accelerator: Career Counselor

Position Description:
BGSU’s College of Business Career Accelerator is the link between a student’s education and their career aspiration or dream job. The office provides all services of a fully-functioning career services office, with an enhanced focus on business. We offer a variety of services to ensure the highest return on investment and create a fun, friendly, and productive atmosphere for the College of Business community. The office is composed of an Associate Director and two Graduate Career Counselors who report to the Associate Director. Relaxed, creative, and productive atmosphere.

Major Responsibilities:
• STUDENTS: Schedule and hold appointments with undergraduate and graduate students, (minimum goal of 10/week) advising and meeting regarding, but not limited to:
  o Job search strategy development and support (permanent, internships, co-ops, etc.)
  o Professional writing (resumes, letters, etc.), interviewing, business etiquette, and networking
  o Career and professional/personal advising, including choosing the best major and/or career path
  o Manage, grade, communicate with students to complete FIT Certification, and access Career Report
  o Advise/navigate all aspects of the job search process, follow-up, negotiation, personal budgets
  o Graduate school searching and selection, and international student resources
• EMPLOYERS: Assist employers with recruiting Business students including, but not limited to:
  o Develop, maintain, and grow Jobs Inventory through employer generation and relations
  o Provide opportunities for employers to connect with students including Spotlight Sessions, and more
  o Advertise internships and full time positions to students through emails, WorkNet, and other methods
  o Management and scheduling of the Business Recruiting Center
• Attend, plan, and facilitate special events/topic-specific workshops, Business Career Day, Job EXPO
• Develop new resources and services for students and employers
• Use of CBA College Portal data management system to track activity
• Monitor and facilitate the Business Career Accelerator email account (bizjobs@bgsu.edu) and phone
• Other duties as assigned

Time Commitment:
• 20 hours/week, scheduled M-F, between the hours of 8am-Noon and 1-5pm, some evenings and weekends (minimal).
• Shared office space, phone and computer are provided.

Benefits and Compensation:
• Stipend: $9,000, Scholarship: 8 credits per semester

Institution: Bowling Green State University
Department: College of Business
Website for Department: www.bgsu.edu/bizjobs
Number of Positions Available: 1

Contact Information:
Thomas Siebenaler
Associate Director
264 Business Administration Building
thomacs@bgsu.edu
419-372-9964
College of Health and Human Services:  
Academic Advisor

**Major Responsibilities Include:**
- Extensive individual interaction with first and second year students
- An advising load of approximately 100-200 students
- Advise students in one-on-one appointments, also utilize phone appointments and email
- Utilization of technology for tracking and analyzing student performance, persistence, and retention; maintain correspondence and advising notes
- Autonomy to develop your individual advising style and to implement your unique ideas for working with students
- Professional development opportunities
- Other projects may include one of the following:
  - CHHS student ambassadors (undergrad leaders assisting with college events)
  - Creating marketing materials, including advising newsletter
  - Coordinating recruitment events
  - Teaching HHS 1000 – transition course
  - Assessment of CHHS advising services and outcomes

**Features/Culture of the Office:**
- Small friendly team
- Work closely with a 2nd year CSP graduate student
- One-on-one supervision by professional advisor
- Encouragement and support to pursue practica in other student affairs areas

**Time Commitment:**
- 20 hours per week is accurate (no hidden hours/on-call, etc.) – you have time to be a student!
- Some evening or weekend hours scattered throughout semester

**Benefits/Compensation:**
- Stipend: $9,000 (August 2015- May 2016)
- Tuition scholarship: 30/42 credit hours

**Institution:** BGSU  
**Department:** College of Health and Human Services  
**Website for Department:** http://www.bgsu.edu/college-of-health-and-human-services/students/academic-advising-center.html  
**Number of Positions Available:** 1

**Contact Information**  
Tom Gorman  
Assistant Dean and Director of Advising  
College of Health and Human Services  
Bowling Green State University  
tgorman@bgsu.edu  
419-372-8242
Division of Student Affairs:
Graduate Assistant

Position Description:
The Graduate Assistant (GA) in the Office of the Division of Student Affairs (DSA) assists the full-time administrative staff in carrying out programs and services in the Division of Student Affairs designed to enhance the learning environment of Bowling Green State University. This position reports directly to Deanna Vatan, Director, and Office of the Division of Student Affairs.

Position Expectations:
The GA is considered a staff member of the DSA and should exhibit behavior consistent with the responsibility and the importance of the position. The GA should keep in mind the professional image expected of the office and its daily exposure to students, staff, faculty, alumni, parents, donors, and the community. Confidentiality is of highest importance and should be observed in all matters. It is expected that the GA will work 20 hours each week (during University business hours, as well as evenings and weekends) toward fulfillment of a half-time assistantship contract (.50 FTE) each semester, while enrolled as a full-time graduate student in the College Student Personnel program at BGSU.

Assigned Duties and Responsibilities:
• Programs and Event Planning.
  o Lead or assist with planning, implementation, and assessment of various programs and services sponsored by the DSA, including Ziggy Points—a student incentive program. This may include event planning, meeting attendance, and other partnership with staff to ensure high standards of preparation.
• Reporting, Record-Keeping, and Communication Flow.
  o Assist with collection of data and information for summary, synthesis, and/or distribution. This may range from web or social media communications to the annual summary of Division achievements for compilation into an annual report, and may include oversight of mailing lists, databases, and other similar records.
• Staff Assistance, Committee Support, and External Projects.
  o Provide support with various projects, in collaboration with full-time staff in the DSA (and throughout the Division, as needed), and with various Division- and University-wide committees, including a student leader advisory group. This may include planning agendas, scheduling meetings, taking minutes, or other tasks to support projects as needed, and may involve participation with external associations and/or partners (e.g., NASPA, ACPA, City of Bowling Green events, etc.).
• Office Management.
  o Participate in the maintenance of an active and professional office environment, which may include providing leadership for staff meetings, student staff supervision, management of office resources (supplies, technology, etc.), and staff scheduling, as needed.
• Special Projects and Other Duties.
  o As the dynamic administrative center of the Division of Student Affairs, the DSA occasionally requires additional support with special projects or programs. The GA may be responsible to perform other duties as assigned.
**Features of the office:**
The Division of Student Affairs offers comprehensive programs and services that range from student housing and campus activities to leadership development and health and wellness programs, which help to create a positive living-learning environment for student success. The Office of the Division of Student Affairs serves as the lead administrative office for the Division and the Vice President for Student Affairs, and the staff are dedicated to helping students succeed both in and out of the classroom.

**Compensation and Time Commitment:**
- Stipend: $9,000 per academic year
- Tuition scholarship: 30/42 credit hours
- Up to $500 professional development funding available
- Time Commitment: 20 hours/week-- Time Commitment: August 22, 2016 through May 5, 2017**
  **Note:** DSA graduate assistants are expected to assist in supporting a variety of events, including the Student Leader Retreat, typically scheduled one or two weeks prior to the start of the fall semester. Adjustments, as necessary, will be made to the schedule based upon hours worked.

**Institution:** Bowling Green State University  
**Department:** The Office of the Division of Student Affairs  
**Website:** [http://www2.bgsu.edu/offices/sa/](http://www2.bgsu.edu/offices/sa/)  
**Positions Available:** 1

**Contact Information:**  
Deanna Vatan Woodhouse  
Director  
Office of the Division of Student Affairs  
Bowling Green State University  
419-372-2151  
deannav@bgsu.edu
College Graduate Intern

Position Description:
The Honors College graduate interns are offered a unique opportunity to gain a variety of responsibilities and skills. Graduate interns gain experience with such areas as academic advising, student organization advising, programming, and event planning.

Assigned Duties and Responsibilities:
- Provide academic advising to about 75 Honors College students with undecided majors and majors within the College of Technology, Architecture, and Applied Engineering.
- Collaborate with other offices to provide programming for high-achieving undecided students.
- Serve as the student organization advisor to Tuition Raffle.
- Coordinate and collaborate with faculty on annual events including the Great Ideas & Desserts event and Honors Project Presentations.
- Support other Honors College staff members in the planning and execution of events including the Family Day Open House, Homecoming Tailgate, Volunteer and Senior Recognition program.
- Plan and coordinate day-trips and overnight trips for the Honors Learning Community.
- Participate in recruitment activities for prospective students and their families.
- Collaborate with fellow CSP intern to support one another’s endeavors within the position.
- Compile, edit, and disseminate a weekly email newsletter, “The Scroll,” which lists Honors and campus opportunities of an educational nature. (Note: This is a one-year responsibility to be completed during the first year of the internship).

Features of the position:
Graduate interns are able to shape their Honors College experience based on their particular interests and needs. Some examples of additional opportunities include:
- Coordinate book discussions
- Teach/Co-Teach a course
- Design and implement additional programs, such as career development seminars, panel discussions, and events
- Coordinate assessment activities

Compensation and Time Commitment:
- Time Commitment: 20 hours/week
- Stipend: $9,000 per academic year
- Tuition scholarship: 30/42 credit hours
- Professional Development: $200 stipend for conferences

Institution: Bowling Green State University
Department: The Honors College
Website: www.bgsu.edu/offices/honors
Positions Available: 1

Contact Information:
Jodi Lambdin Devine
Associate Dean
Founders 025
jdevine@bgsu.edu
419-372-8504
Nontraditional and Military Student Services:
Graduate Assistant

**Position Description:**
This half-time (20 hours/week) Graduate Assistant position is a crucial part of Nontraditional and Military Student Services (NTMSS) day-to-day operations. The Graduate Assistant will assist the office through program advising, assessment, research, and various other duties related to serving the nontraditional and military student populations at BGSU.

**Major Responsibilities:**
- Serve as a program advisor for nontraditional and/or military students at BGSU
- Maintain office hours in order to assist with walk-in students
- Assist with planning, coordination, and execution of the Nontraditional and Military student orientations
- Serve as a member of the Nontraditional Scholarship Committee
- Compose the nontraditional student newsletter each semester
- Assist with assessment/evaluation of NTMSS programs
- Perform other duties as assigned by supervisor(s)

**Desired Skills and Qualifications:**
- Desire to work with diverse undergraduate student population and provide support for retention
- Excellent interpersonal, verbal and written communication skills
- Familiarity with assessment/evaluation preferred
- Ability to work independently as well as collaboratively
- Knowledge of military culture/lifestyle is preferred but not necessary

**Features of the office:**
This position features a significant amount of contact with current and potential undergraduate students. Students are mostly older than 23 years of age and will face additional barriers to educational achievement. The office maintains a culture of support to meet those added challenges. The office is open two nights per week until 7 p.m.

**Time Commitment:**
20 hours a week; evenings and weekends on occasion (recruitment events, evening office coverage)

**Benefits and Compensation:**
- Stipend: $9,000
- Tuition scholarship: 30/42 credit hours

**Institution:** Bowling Green State University
**Department:** Nontraditional and Military Student Services
**Website for Department:** https://www.bgsu.edu/nontraditional-and-transfer-students.html
**Number of Positions Available:** 1

**Contact Information:**
Dr. Barbara Henry
Assistant V.P.
Nontraditional and Military Student Services
16 College Park Office Building
Bowling Green State University
419-372-8136
bhenry@bgsu.edu
Office of Campus Activities:
Fraternity & Sorority Life Graduate Intern

**Position Description:**
The Master’s Level graduate intern in the Office of Campus Activities (OCA) is expected to provide 20 hours of service weekly in order to assist in the accomplishment of the goals of the department with specific focus in the areas of Fraternity & Sorority Life, with assistance to significant office initiatives as appropriate. The graduate intern is assigned specific responsibilities and is called upon to assist with meeting office objectives as needed. During peak times, additional hours may be required.

**Assigned Duties and Responsibilities:**
- Co-advising one of the four governing Greek councils (i.e., IFC, Panhellenic, NPHC, or MGC).
- Co-advising one of the additional student leader groups (e.g., Order of Omega, Greek Standards of Excellence committee, and Greek Weekend Team).
- Serve as primary chapter support liaison for 4-6 chapters through the Fraternity & Sorority Life Support Model (e.g., conduct monthly meetings with designated officers and attend chapter event(s) and meetings, etc.), by educating chapters on topics such as: leadership, academic and intellectual development, civic engagement, diversity and inclusion, etc.
- Actively participate in and present at all FSL leadership programs, while assisting with the planning, implementation, and assessment of one of those offerings (e.g. Council Leaders Academy, Emerging Leaders Institute, New Member Orientation, and Presidents’ Academy).
- Assist with FSL marketing and communication initiatives to potential and current members, alumni, parents, and (inter)national headquarters staff members.
- Assist with major events coordinated by the OCA (e.g., Campus Fest, Opening Weekend activities, Orientation presentations, Homecoming Weekend, Family Weekend, Sibs N Kids Weekend and/or Applauding Excellence).
- Maintain regular office hours at least four days per week and attend weekly 1:1 meetings with direct supervisor.
- Attend all staff meetings and trainings as well as serve as a representative of the OCA on Division and University-wide committees as assigned.
- Assist in achieving OCA initiatives and goals and assist with the day-to-day operations in the office suite, including working collaboratively with various OCA staff.
- Assist with other OCA projects as assigned.

**Time Commitment:**
- 20 hours a week, must work at least four days

**Benefits/Compensation:**
- Stipend: $9,000 (August 10, 2016 – May 5, 2017)
- Tuition scholarship: 30/42 credit hours

**Supervisor:** Coordinator, Fraternity & Sorority Life

**Institution:** Bowling Green State University

**Department:** Office of Campus Activities

**Website for Department:** www.bgsu.edu/greek

**Number of Positions Available:** 2

**Contact Information**
Michael Keane or Tiffany Dennett
Coordinators for Fraternity & Sorority Life
Bowling Green State University
keanem@bgsu.edu or tdennet@bgsu.edu
419-372-2343
Position Description:
The Master’s Level graduate intern in the Office of Campus Activities (OCA) is expected to provide 20 hours of service weekly in order to assist in the accomplishment of the goals of the department with specific focus in the area of Student Organizations and Major Events (SOME), with assistance to significant office initiatives as appropriate. The graduate intern is assigned specific responsibilities and is called upon to assist with meeting office objectives as needed. During peak times, additional hours may be required.

Major Responsibilities Include:
- Co-advising one of three student organizations (i.e., University Activities Organization, Dance Marathon, or Homecoming Student Steering Committee).
- Assist with major OCA events (e.g., Campus Fest, Opening Weekend activities, Orientation presentations, Homecoming Weekend, Falcon Family Weekend, Sibs N Kids Weekend, and/or Applauding Excellence).
- Assist with student organization support initiatives: annual registration, leadership and member development/training, office/storage space allocation, budget allocation, travel registration, risk management, recruitment and retention, event planning, and assessment.
- Assist with communication and outreach initiatives to student organization members and advisors, as well as parent and family members of BGSU students through the creative use of various social media tools, web content management solutions, and dedicated campus/OrgSync updates and newsletters.
- Co-advising one of the additional student leader groups/boards/teams (i.e., the Get Involved Team or the Student Budget Committee).
- Maintain regular office hours at least four days per week and attend weekly 1:1 meetings with direct supervisor.
- Attend all staff meetings and trainings as well as serve as a representative of the OCA on Division and University-wide committees as assigned.
- Assist in achieving OCA initiatives and goals and assist with the day-to-day operations in the office suite, including working collaboratively with various OCA staff.
- Assist with other OCA projects as assigned.

Time Commitment:
- 20 hours a week, must work at least four days

Benefits/Compensation:
- Stipend: $9,000 (August 10, 2016 – May 5, 2017)
- Tuition scholarship: 30/42 credit hours

Institution: Bowling Green State University
Department: Office of Campus Activities
Website for Department: www.bgsu.edu/getinvolved
Number of Positions Available: 2

Contact Information
Jasmine Buxton
Assistant Dean of Students
jbuxton@bgsu.edu
419-372-2343
Position Description:
This is a half-time (20 hours per week) College Student Personnel (CSP) Graduate Assistant position that is vital to the diversity initiatives and retention efforts of the Office of Multicultural Affairs. The person in this position will have a lead role in helping to facilitate social justice education with specific focus on the office’s diversity education program and Ethnic Student Center.

Other desired skills are:
- Strong desire to work with diverse student populations and provide support for diversity, and inclusion programs
- Strong oral and written communication skills
- Excellent interpersonal, verbal, and written communication skills
- Program coordination and management skills
- Adapts to change quickly and a desire to learn new things
- Ability to work independently and collaboratively on teams and with supervisor
- Curriculum development and teaching (If any)
- Data management and assessment skills
- Adapts to changes and additional training quickly

Assigned Duties and Responsibilities:
- Assist in the coordination of the Office of Multicultural Affairs Ambassador (OMAA) Program, which may include advising the OMAA group.
- Help facilitate/coordinate Ethnic Student Center Dialogue Series.
- Meet regularly with diverse student populations and provide support and guidance for students and assigned multicultural student organizations.
- Attend staff meetings and hold regular office hours as arranged with supervisor.
- Assist with planning and implementing multiple diversity education initiatives for the department as needed, especially the Ethnic Student Center’s dialogue series, and diversity workshops.
- Perform other duties as assigned by supervisor.

Features of the position and/or office:
- Our office is located in the Math Science Building, Room 318-B.
- GA will be provided with own spacious cubical, keypad to access the 318-B, computer, printing code, and long-distance phone call code.
- The office takes pride in its friendly, flexible, and supportive culture valued by all professional staff members.
- GA often enjoy wide range of opportunities for personal and professional development ranging from student programming, workshop and dialogue facilitation, organizing, advising, and teaching, to technology and leadership.

Compensation and Time Commitment:
- Time Commitment: 20 hours/week
- Stipend amount: $ 9000.00/10 Months
- Tuition scholarship: 30/42 credit hours
- Professional development funding (USD 300.00/Per Academic Year)
- Other benefits provided (Free registration to any conferences or events that the office hosts or sponsors)

Institution: Bowling Green State University
Department: Office of Multicultural Affairs
Website: http://www.bgsu.edu/OMA
Positions Available: 1
Contact Information: Krishna Han, Ph.D., Assistant Director, Office of Multicultural Affairs, Bowling Green State University, 419-372-9140, krishh@bgsu.edu
Office of Residence Life:
Graduate Academic Support Coordinator

Position Description:
The Graduate Academic Support Coordinator assists in providing supervision, leadership development, and support to the Office of Residence Life’s Academic Peer Mentors (APM). The Academic Peer Mentors Program is a newly developed program, designed to provide individual mentoring and hall-wide programming to promote academic success and personal growth for students living in the residence halls at BGSU. The Graduate Academic Support Coordinator is directly supervised by the Assistant Director for Academic Support and Assessment.

Major Responsibilities Include:
- Supervision & Follow Up
  - Directly supervise and evaluate 10-15 Academic Peer Mentors (APM)
  - Follow up with residential students who are referred up by the Academic Peer Mentors
  - Review APM contact logs on a regular basis for any issues and concerns to be referred up
  - Assist in developing APM Manual
- Programming
  - Assist with identifying and disseminating content for newsletters, bulletin boards, and social media postings
  - Assist APMs in presenting hall-wide programming that provides students with information about campus resources, opportunities to connect to faculty in an informal atmosphere, and assistance with overcoming daily challenges in their academic development.
  - Create resources handouts and worksheets for APMs to distribute to students
- Administration
  - Assist in conducting bi-weekly roundtable staff meetings with the APM staff
  - Assist in coordinating APM Recruitment/Selection process during Spring 2016
  - Review and compile all meeting reports, noting concerns
  - Meet weekly with Senior Coordinator and with the Residence Education staff
  - Assist in coordinating fall and spring training for APM staff
  - Participate in Residence Education fall and spring trainings
- Participate in on-call duty rotation.
- Participate on Action Teams (or committees) within Residence Life to continue to move the Office of Residence Life toward its mission and vision
- Attend and participate in Residence Education staff training sessions and meetings
- Attend and participate in Residence Education staff selection sessions and meetings
- Support Bowling Green State University and Office of Residence Life initiatives
- Perform other duties as assigned.

Time Commitment:
- 10-month, 20 hours scheduled per week, plus an additional 8 hours based on housing and meal plan compensation.
- Additional evening and weekend hours with live-in responsibilities.
- Contract dates: July 20, 2016 - May 9, 2017
- Time-off occurs between semester and during academic breaks, additional time arranged with supervisor.
Prerequisite Knowledge/Skills:
The Graduate Academic Support Coordinator must be a full-time graduate student in College Student Personnel, Higher Education or a related field at Bowling Green State University. To be successful in this position, the Graduate Academic Support Coordinator must have a demonstrated desire to work with retention programs, mentoring programs, staff supervision, and customer service in a residential setting. In addition, the Graduate Academic Support Coordinator must have excellent interpersonal and written communication skills, excellent organizational skills and a demonstrated desire to work with diverse individuals and groups. Prior leadership experience working in a residential setting and experience advising student organizations or staff supervision is preferred.

Benefits/Compensation:
- A stipend of $10,125
- Tuition scholarship: 42/42 credit hours
- Staff housing accommodations valued at $10,000
- 10% discount at the University Bookstore
- Meal plan currently valued at approximately $3,176 will be provided during the 10-month period of employment*. Full meal service is not provided during academic breaks and at times when the dining halls are closed
- A desktop computer and reserved parking space are also provided, but the student covers the cost of the parking permit (~$115/year)
- All utilities including water, heat, electricity, basic phone service, and basic digital cable service are provided at no additional cost

*Compensation figures are 2015-16 amounts. 2016-17 amounts are TBA.

Institution: BGSU
Department: Office of Residence Life
Website for Department: http://www.bgsu.edu/residence-life.html
Number of Positions Available: 1

Contact Information
Abby Priehs
Assistant Director, Office of Residence Life
470 Math Sciences Building
419-372-2011
apriehs@bgsu.edu
Office of Residence Life:
Graduate Hall Director

**Position Description:**
The Graduate Residence Hall Director is a live-in staff person in the Office of Residence Life, who assists in the daily operation of an undergraduate residence hall. The Graduate Residence Hall Director is directly supervised by a full-time Residence Hall Director. This staff person assists in the supervision of Resident Advisors (RAs), Student Desk Manager (SDM), and Desk Clerk staff, as well as the administration of hall-wide programming and crisis response.

**Major Responsibilities Include:**
The specific responsibilities of the position are negotiated between the Graduate Residence Hall Director and the Residence Hall Director with the approval of the Assistant Director for the area where the hall is located. Typical areas of responsibility may include, but are not limited to the following:

- Supervise, advise, train, evaluate, and hire a Resident Advisor (RA) staff, including personal and professional development of RAs and creating a sense of team and camaraderie amongst staff
- Co-supervise the Student Desk Manager (SDM), who also supervises the front desk. The GHD will work with the SDM to hire, train, supervise, and evaluate the student desk staff
- Develop a well-rounded community within the building, focused on the five priorities of the Falcon Student Retention Curriculum (Academic Success, Safety and Security, Inclusivity, Personal Growth, and Engagement)
- Advise, or co-advice Hall Council, or the student governing body within the residence hall
- Develop relationships with and be visible to residents in the building
- Become familiar with available resources on campus and be able to communicate those resources to residents
- Serve on the duty/on-call rotation
- Counsel students and respond to crisis situations that may occur in the residence hall
- Conduct meetings with students who have violated the Code of Student Conduct. Determine appropriate consequences and results of these meetings, including referring cases to the University Level or assigning educational sanctions
- Communicate effectively and respectfully with residents, families, faculty, advisors, and other constituents found on-campus
- Distribute and assist with all paperwork and other administrative duties
- Attend and participate in staff training sessions and meetings
- Attend and participate in staff selection sessions and meetings
- Participate on Action Teams (or committees) within Residence Life to continue to move the Office of Residence Life toward its mission and vision

**Additional Responsibilities Include:**
- Manage the hall budget
- Create and facilitate professional and personal development for both Resident Advisor staff and professional staff
- Instruct or co-instruct the Resident Advisor class
- Present or co-present sessions during Resident Advisor and/or Student Desk Manager training
- Represent the Office of Residence Life at recruitment and large admissions functions
- Support Bowling Green State University and Office of Residence Life initiatives
**Time Commitment:**
- 10-month, 20 hours scheduled per week, plus an additional 8 hours based on housing and meal plan compensation.
- Additional evening and weekend hours with live-in responsibilities.
- Contract dates: July 20, 2016-May 9, 2017
- Time-off occurs between semester and during academic breaks, additional time arranged with supervisor.

**Prerequisite Knowledge/Skills:**
The Graduate Residence Hall Director must be a full-time graduate student in College Student Personnel, Higher Education or a related field at Bowling Green State University. To be successful in this position, the Graduate Residence Hall Director must have a demonstrated desire to work with residence life programs and staff supervision in a residential setting. In addition, the Graduate Residence Hall Director must have excellent interpersonal and written communication skills, excellent organizational skills, and a demonstrated desire to work with diverse individuals and groups. Prior leadership experience working in a residential setting and experience advising student organizations or staff supervision is preferred.

**Benefits/Compensation:**
- A stipend of $10,125
- Tuition scholarship: 42/42 credit hours
- Staff housing accommodations valued at $10,000
- 10% discount at the University Bookstore
- Meal plan currently valued at approximately $3,176 will be provided during the 10-month period of employment*. Full meal service is not provided during academic breaks and at times when the dining halls are closed
- A desktop computer and reserved parking space are also provided, but the student covers the cost of the parking permit (~$115/year)
- All utilities including water, heat, electricity, basic phone service, and basic digital cable service are provided at no additional cost

*Compensation figures are 2015-16 amounts. 2016-17 amounts are TBA.

**Institution:** BGSU
**Department:** Office of Residence Life
**Website for Department:** http://www.bgsu.edu/residence-life.html
**Number of Positions Available:** 4

**Contact Information**
Abby Priehs
Assistant Director, Office of Residence Life
470 Math Sciences Building
419-372-2011
apriehs@bgsu.edu
Office of Residence Life: Graduate SMART Coordinator

Position Description:
The Office of Residence Life’s SMART (Students of Color Mentoring, Aiding, Retaining, and Teaching) Program is a mentoring program designed to ease the transition for and increase the retention of first year students of color living in the residence halls at BGSU. The Graduate SMART Coordinator is directly supervised by the Coordinator for Diversity and Retention. This staff person assists in providing supervision, leadership development, and support to the SMART Team Leaders and Mentors, as well as the oversight of the planning of programs and events for the SMART mentees.

Major Responsibilities Include:

• Programming
  o Advise programming within the SMART Program’s five priorities (Academic Success, Safety and Security, Inclusivity, Engagement, and Personal Growth)
  o Maintain and reconcile the budget and purchasing forms for the Team Leader programming
  o Attend student-led SMART programming events within SMART
  o Design, develop, and execute large scale and All-SMART programming events
  o Help plan the SMART end-of-the-year Mented Recognition Banquet
  o Assist in the planning of the Taste of February program and student recruitment efforts
  o Plan, develop, and execute the “Mented of the Month” and SMART Incentive Programs
  o Develop and implement a SMART programming Capstone Project (2nd Year)

• Supervision
  o Direct supervision and evaluation of 10-15 Mentors
  o Direct supervision and evaluation of 2 SMART Team Leaders
  o Indirect supervision of all SMART Program Staff
  o Follow up with SMART students who need additional assistance

• Administration
  o Assist in conducting weekly roundtable staff meetings with the SMART staff and monthly meetings with all SMART students
  o Assist in coordinating SMART Recruitment/Selection process during Spring Semesters
  o Maintain and update SMART Program listserves, databases, and matching lists
  o Monitor and update all SMART Program social media and websites
  o Review and compile all meeting and interaction reports, noting concerns
  o Meet weekly with Coordinator for Diversity and Retention and weekly with the Residence Education staff
  o Assist in developing and presenting training sessions for SMART Team Leaders, SMART Mentors, and Resident Advisors

• Participate in on-call duty rotation.
• Participate in committees within Residence Life to continue to move the Office of Residence Life toward its mission and vision
• Attend and participate in Residence Education staff training sessions and meetings
  o Assist colleagues on the Residence Education and Residence Life team
• Attend and participate in Residence Education staff selection sessions and meetings
  o Assist colleagues on the Residence Education and Residence Life team
• Support Bowling Green State University and Office of Residence Life initiatives
• Perform other duties as assigned.
**Time Commitment:**
- 10-month, 20 hours scheduled per week, plus an additional 8 hours based on housing and meal plan compensation.
- Additional evening and weekend hours with live-in responsibilities.
- Contract dates: July 20, 2016-May 9, 2017
- Time-off occurs between semester and during academic breaks, additional time arranged with supervisor.

**Prerequisite Knowledge/Skills:**
The Graduate SMART Coordinator must be a full-time graduate student in College Student Personnel, Higher Education or a related field at Bowling Green State University. To be successful in this position, the Graduate SMART Coordinator must have a demonstrated desire to work with retention programs, mentoring programs, staff supervision, and customer service in a residential setting. In addition, the Graduate SMART Coordinator must have excellent interpersonal and written communication skills, excellent organizational skills and a demonstrated desire to work with diverse underrepresented populations. Prior leadership experience working in a residential setting and experience advising student organizations or staff supervision is preferred.

**Benefits/Compensation:**
- A stipend of $10,125
- Tuition scholarship: 42/42 credit hours
- Staff housing accommodations valued at $10,000
- 10% discount at the University Bookstore
- Meal plan currently valued at approximately $3,176 will be provided during the 10-month period of employment*. Full meal service is not provided during academic breaks and at times when the dining halls are closed
- A desktop computer and reserved parking space are also provided, but the student covers the cost of the parking permit (~$115/year)
- All utilities including water, heat, electricity, basic phone service, and basic digital cable service are provided at no additional cost

*Compensation figures are 2015-16 amounts. 2016-17 amounts are TBA.

**Institution:** BGSU
**Department:** Office of Residence Life
**Website for Department:** http://www.bgsu.edu/residence-life.html

**Number of Positions Available:** 1

**Contact Information**
Abby Priehs  
Assistant Director, Office of Residence Life  
470 Math Sciences Building  
419-372-2011  
apriehs@bgsu.edu
Office of the Dean of Students: Center for Leadership Graduate Assistant

**Major Responsibilities Include:**

- **Student Leadership Assistants**
  - Assist with the hiring, training, supervision and evaluation of seven para-professional student leadership assistants
  - Assist with the selection process for the student leadership assistants
  - Conduct weekly staff meetings and one-on-one meetings
  - Assist student leadership assistants with workshop development, organizational consultation, retreat planning and execution.

- **Event Planning**
  - Coordinate the semester Leadership Workshop Series including logistics planning
  - Solicit workshop presenters on various topics deemed necessary for semester
  - Serve as a facilitator for the annual Leadership Academy
  - Assist with planning and executing other departmental leadership events
  - Provide support to the Leadership Certificate Program

- **Teaching & Curriculum Design**
  - Develop comprehensive leadership workshops
  - Establish developmental appropriate learning outcomes,
  - Create experiential activities corresponding to various learning styles
  - Develop assessment instruments.

- **Advising**
  - Provide organizational advising to a campus honor society.
  - Meet with executive board regularly
  - Attend general assembly meetings and organizational events
  - Assist with the planning and execution of honor society recruitment and initiation
  - Facilitate the leadership development of members

- **Assessment**
  - Assist with departmental assessment activities
  - Evaluate assessment data and create corresponding reports

- **Administrative Responsibilities**
  - Participate in weekly departmental staff meetings, department retreats, and weekly one-on-one supervisory meetings
  - Attend Division of Student Affairs events as deemed necessary
  - Assist with programmatic efforts of the Sidney A. Ribeau President’s Leadership Academy (PLA).
  - Attend PLA Leadership Forums, PLA retreat and other departmental required events
  - Other duties as assigned
Features/Culture of the Office:

Vision Statement
The Center for Leadership aspires to graduate leaders who, by knowing themselves and through active engagement at BGSU, serve their community and the world in ethical ways that promote collaboration and social change.

Mission Statement
The Center for Leadership is Leadership in Action. In alignment with BGSU’s academic mission and learning outcomes, the Center unites campus programs and services to teach students comprehensive leadership development. As students actively engage in leadership they will practice and demonstrate the skills, knowledge and attitudes required of ethical and life-long leaders.

Values
The Center for Leadership is guided by the principles of the Social Change Model of Leadership Development. This theory purports that leaders address root causes of social problems with the goal of making social change that impacts individuals and society. The Center for Leadership uses this philosophy to guide its programs and services by teaching the associated elements of self-awareness, congruent actions, committed behaviors, establishing common purpose, collaboration, addressing conflict in a civil manner, and building active citizenship.

Competencies
Leadership programming at Bowling Green State University seeks to develop the following competencies in student leaders.

Inclusion: Creating broad and safe environments that engage and support diversity.

Purpose: Understanding personal and organizational values and establishing a sense of purpose that contributes to the development of others.

Integrity: Acting in an ethical and legal manner that is harmonious with personal and organizational values.

Group Development: The ability to manage and lead individuals in the establishment and execution of group goals.

Global Citizenship: Versatility in leadership and communication style that is respectful of cultural context and implications.

Time Commitment:
- Time commitment: 20 hours/week.
- Must work at least four days a week and may include some evening and/or weekend hours.

Benefits/Compensation:
- Stipend: $9,000 per academic year (August 2016-May 2017)
- Tuition scholarship: 30/42 credit hours
- Time off: Academic calendar breaks

Institution: BGSU
Department: Center for Leadership
Website for Department: www.bgsu.edu/leadership
Number of Positions Available: 1

Contact information
Dr. Jacob Clemens, Assistant Dean of Students
301 Bowen-Thompson Student Union
Bowling Green State University
clemenj@bgsu.edu
419-372-2843
Office of the Dean of Students:  
New Student Orientation Graduate Intern

**Position Description:**  
The graduate intern serving in this role is oversees the recruitment, selection, training, and supervision of the three levels of New Student Orientation student staff. In addition, the graduate intern will have important responsibilities related to SOAR, Opening Weekend, and Fall Welcome.

**Major Responsibilities Include:**

1. **Coordinate the recruitment and selection of Orientation Team Leaders (OTLs), Orientation Leaders (OLs), and Opening Weekend Group Leaders (OWGLs)**
   - Review and finalize the position descriptions
   - Develop recruitment, marketing, and promotional plans and materials for each position
   - Review and update application documents and online materials
   - Coordinate the Group Interview process for OLs and OWGLs
   - Oversee the Individual Interview process for OLs
   - Facilitate the hiring process of 4-6 OTLs, 16-18 OLs, and 200 OWGLs

2. **Coordinate the training and supervision of Orientation Team Leaders, Orientation Leaders, and Opening Weekend Group Leaders**
   - Revise and develop content and materials for the OTL Retreat and the O-Team (OTLs and OLs) Retreat
   - Update syllabi, create and evaluate learning activities, and facilitate *UNIV2010, Training in Orientation,* and *UNIV2020, Practicum in Orientation* for OLs and OTLs
   - Work with various staff members and departments on campus to deliver training materials during UNIV2010 and UNIV2020
   - Supervise the O-Team, fostering individual leadership skills and team-development
   - Develop and coordinate a one-day spring training session for the OWGLs
   - Communicate and share important information with the student staff as needed

3. **Assist in the execution of orientation and early transition programs and services**
   - Assist with the implementation of Opening Weekend, including the development of programs, and serving on the Opening Weekend Committee
   - Assist with the implementation of Fall Welcome, including staffing events, promoting the programs, and coordinating the placement of student staff
   - Develop, edit, and deliver *First Year Connections,* a bi-monthly HTML email for first-year students
   - Participate in the execution of January SOAR for students new to BGSU in the spring semester

4. **Assist with departmental evaluation and assessment activities**
   - Develop and edit various survey materials for Fall Welcome
   - Review and synthesize summary reports based off of the information collected

5. **Represent the department on various division and University-wide committees and events**
   - Serve as a member of the Orientation Committee and Opening Weekend Committee available
   - Promote office, department, events, and services at various events on and off campus such as Preview Days and other University outreach programs

6. **Other duties as assigned**

**Features of the position and/or office:**  
Working in the Office of the Dean of Students, the graduate intern in this position will have many opportunities to connect with other professionals and CSP graduate interns. The graduate intern will share office space with the second year graduate intern working with New Student Orientation. Once orientation student staff members are selected (late fall semester) this position involves a lot of interaction with undergraduate students. The workload is fast-pace and requires comfort with autonomy.
**Time Commitment:**
- 20 hours per week during the academic year, starting the full week prior to the beginning of classes/fall semester and ending on the last day of finals/spring semester. Successful candidates will have the opportunity to continue employment with the program during the summer 2016 Orientation program.
- All University holidays and breaks off

**Benefits/Compensation:**
- Stipend: $9000 per academic year (August 2016-May 2017)
- Tuition scholarship: 30/42 credit hours
- Opportunity to attend National Orientation Directors Association (NODA) Region VII conference

**Institution:** Bowling Green State University  
**Department:** New Student Orientation  
**Website:** www.bgsu.edu/newstudent  
**Positions Available:** 1

**Contact Information:**  
Jessica Huddleston  
Assistant Dean of Students  
New Student Orientation  
Bowling Green State University  
huddlej@bgsu.edu  
419-372-0353
Position Description:
The Master’s-level graduate intern in the Office of the Dean of Students is expected to provide 20 hours of service weekly in order to assist in the accomplishment of the goals of the department with specific focus in the area of Student Conduct Program. During peak times, additional hours may be required. The graduate intern is assigned specific responsibilities and is called upon to assist with meeting office objectives as needed.

Major Responsibilities Include:
- Assist the Associate Dean and the Assistant Deans of Students with all aspects of the Student Conduct Program.
- Develop full knowledge of the Student Conduct Program.
- Assist with the resolution of student conduct cases as assigned by the Associate Dean.
- Perform administrative responsibilities associated with student conduct resolution.
- Assist with conducting ongoing assessment and evaluation of all Student Conduct programs.
- Assist with the coordination of formal resolution hearings at the residential and university level.
- Coordinate the student notification process from copyright complaints received by the University.
- Attend all staff meetings and trainings as well as serve as a representative of the Office of the Dean of Students on Division and University-wide committees as assigned.
- Advise an honorary organization.
- Assist in achieving Office of the Dean of Students initiatives and goals and assist with the day to day operations in the office suite.
- Assist with other Office of the Dean of Students projects as assigned.

The Office of the Dean of Students Mission Statement:
The Office of the Dean of Students at Bowling Green State University is committed to assisting each student in the achievement of success as a member of the University community. Timely information, opportunities for involvement, the role of parents, and creating an understanding of student rights and responsibilities are important components of a student’s ability to succeed. The dedication and commitment to addressing these components is evident in all programs and services provided by the Office of the Dean of Students.

Features/Culture of the Office:
The intern will share an office space with a second year CSP student conduct intern, along with two to three CSP students who are participating in practicum experiences. A majority of hours will be between 8 a.m. – 5 p.m. with occasional assignments/responsibilities occurring during evening hours. Culture within the Office of the Dean of Students is unique based on the combination of programs and services provided through it which include: the Center for Leadership, New Student Orientation, Off-Campus Student Services and Student Conduct.

Time Commitment:
- Time commitment: 20 hours/week.
- Must work at least four days a week and may include some evening and/or weekend hours.

Benefits/Compensation:
- Stipend: $9,000 per academic year (August 2016-May 2017)
- Tuition scholarship: 30/42 credit hours
- Time off: Academic calendar breaks

Institution: BGSU
Department: The Office of the Dean of Students
Website: http://www.bgsu.edu/dean-of-students.html
Positions Available: 1
Contact information:
Jeremy Zilmer, Assistant Dean of Students,
301 Bowen-Thompson Student Union, Bowling Green State University, Bowling Green, Ohio 43403
419-372-2843, jzilmer@bgsu.edu
Pre-Major and Academic Planning: Academic Advisor

Position Description:
Provide Academic and Career Advisement for students in two programs in the Office of Pre-Major and Academic Planning (PMAP): Pre-Major Advising (PMA) and the University Program for Academic Success (UPAS). PMA is for undeclared/undecided first year students who wish to explore options before selecting a major. UPAS is for students who are conditionally admitted to the University.

Responsibilities Include:
- Provide Academic and Career Advisement for combined caseload of 100 first year Pre-Major Advising and UPAS students.
- Work with the Pre-Major Advising PEAK Peer Advisor program. Train and supervise peer advisors. Coordinate leadership events and programs.
- Assist with programmatic planning, development and implementation for office events. Events include Major Match-Up, an annual major exploration fair for undecided students; and Orientation Phase II, group meetings for first semester students.
- Opportunity to teach a section of ACEN 1210, a study strategies course, during the second year of the internship.
- Represent PMAP at events for prospective students, such as the Presidents’ Day Open House, Preview Days, and Falcon Fridays.
- Assist with production of PMA Advising information, event invitations and handouts utilizing desktop publishing software.
- Provide academic advisement at orientation programs for incoming students enrolled in the College Credit Plus Program and their parents. This program is designed for talented high school students taking college courses.
- Post important deadline reminders and event information on the Pre-Major & Academic Planning Facebook page.
- Participate in office professional development and staff meetings.
- Prepare reports as requested.
- Related duties as assigned.

Features/Culture of the Office:
- Work with 4 professional staff members that are alumni of the BGSU CSP program.
- Friendly and supportive office environment.
- A great deal of one on one interaction with your caseload of students.
- Practicum experiences are encouraged and supported.
- Individual office space – no sharing!
- Opportunity to work with a broad range of students.
- Treated as a professional staff member, not just a graduate student.

Time Commitment:
- 20 hours a week
- Very limited evening and weekend hours.
- Time Off: All University holidays and breaks

Benefits/Compensation:
- Stipend: $9,000 for the period of mid-August, 2016 to mid-May, 2017
- Tuition scholarship: 30/42 credit hours
**Prerequisite Knowledge/Skills:**
- Compassionate and caring attitude toward students.

**Institution:** Bowling Green State University

**Department:** Office of Pre-Major and Academic Planning

**Website for Department:** [http://www.bgsu.edu/pre-major-and-academic-planning.html](http://www.bgsu.edu/pre-major-and-academic-planning.html)

**Number of Positions Available:** 1

**Contact Information**
Mary Lynn Pozniak
Assistant Director
292 Hayes Hall
Bowling Green State University
419-372-8943
marylyn@bgsu.edu
Recreation & Wellness:
Wellness Connection Graduate Assistant

Position Description:
The purpose of this position is to serve as a graduate advisor for the Student Wellness Network, coordinate and promote health and wellness events, train and supervise peer educators, assist with education classes and workshops, and promote the mission of the Department of Recreation and Wellness in action and in spirit.

Assigned Duties and Responsibilities:
- Recruit, coordinate, train, and supervise peer educators in presentations aimed at students
- Coordinate and schedule peer education and requested health and wellness presentations for classes, residence halls, fraternities & sororities, etc.
- Serve as a graduate advisor for the student group, Student Wellness Network
- Supervise student employees and interns
- Coordinate and plan various wellness awareness events such as National Collegiate Alcohol Awareness Week
- Coordinate Big Playground, which is an alcohol-free late-night alternative event sponsored by the Wellness Connection and other alcohol-free late-night alternative events as scheduled
- Assist in teaching the peer education class (HHS 4400)
- Serve as a member of the Community of Care Coalition and help out with activities related to the coalition
- Facilitate the alcohol education course (Perspectives) in collaboration with the Counseling Center. This is a three hour course that you will facilitate about three times throughout the semester. Hours vary for times the course is offered
- Assist with the development, implementation, and evaluation of educational workshops for faculty, staff, graduate students, and student leaders
- Opportunity to implement, collaborate on, and write grants. The Wellness Connection houses several grant projects and is always investigating more grant opportunities. The potential for grant writing exists within this position
- Work with the Wellness Connection in creating new ideas to turn into workable projects (i.e., new publications, programs, and public relations campaigns)
- Work with other professionals involved with campus health promotion and education to aid in the coordination and collaboration of campus programs
- Work to strengthen the ties between the Wellness Connection and other Student Affairs offices, faculty, and students
- Work with student employees and interns on a variety of initiatives and tasks, including preparing for programs and managing peer education presentation kits
- Assist staff with general day to day duties of the office. Attend all regularly scheduled office hours and staff meetings
- Promote the philosophy of wellness both in spirit and action
- Evening hours are needed to facilitate presentations and attend student group meetings. Some weekend hours will be needed for retreats, events, and other programs
- Attend required Student Development and Leadership (SDL) activities
- Attend professional and student staff meetings
- Assist in evening supervision of the SRC in the absence of professional staff
- Other duties as assigned
Compensation and Time Commitment:
- Stipend amount = $9,000
- Tuition scholarship: 30/42 credit hours
- Professional development funding, if applicable

Institution: Bowling Green State University
Department: Recreation and Wellness
Website: http://www.bgsu.edu/recwell/wellness-connection.html
Positions Available: 1

Contact Information:
Dr. Faith Yingling
111 Student Recreation Center
Bowling Green State University
419-372-9351
faithy@bgsu.edu
Internships at Cooperating Colleges

Kailey Mahar (CSP ’17)
Graduate Residential Coordinator for Program Houses
Oberlin College

Being an off-campus intern is a unique opportunity that I am so grateful to have. I am able to gain valuable experience at two very different types of institutions and be a part of two wonderful communities. I have become close friends with the other grads and professional staff members in my office at Oberlin and I feel very strongly connected with the college and community that I live and work in. After spending all summer together in classes for summer “boot camp”, I am very close with the other first year off-campus interns and the drives to Bowling Green are so fun when we get to carpool. One of the challenges of working off-campus is not feeling connected to the cohort and to BGSU. I have made great friends with my cohort-mates working at BGSU and I frequently spend weekends in BG. It is great to have a place where I can get a break from work and several of my cohort-mates have enjoyed coming out to visit me as well!

Alec Walsh (CSP ’17)
Hall Director/ Fraternity & Sorority Life Graduate Assistant
Baldwin Wallace University

The CSP Program has been such an awesome experience! The program is well-established and produces great practitioners in the profession. CSP is full of connections: professional development, social, academic, and more. There are plenty of opportunities for students to tailor their graduate school experience to fit their own unique needs, whether that’s through coursework, internship experience, social opportunities, or you name it! While the classes are academically challenging, I feel that I have grown tremendously as a student already. My internship experience allows me to learn about two functional areas, and it connects me to students at other programs. This gives me the opportunity to maximize my network and broaden my perspective. The amount of responsibilities can feel overwhelming at times, but staying organized and keeping an open mind helps balance me out.
Erin Mitchell (CSP ‘16)
Position
Baldwin Wallace University

If I had to describe my experience with the CSP Program in only two words, I would say “challenging” and “fulfilling.” The first word speaks to the better student, writer, and thinker I have become through my experiences in class discussions, critical reading, and outside conversations with cohort members. The second word describes the way I feel the program has been more productive and transformative than I could have guessed before its beginning. With an excellent group of professors and classmates who are supportive, even when I am struggling or unsure, I have always felt pushed to do my best work. The coursework is challenging, but the challenge serves a purpose because it results in not only increased knowledge but also improved capacity for future learning. I am stationed at an internship site that fosters similar growth. As a Hall Director at Baldwin Wallace University, I gain practical experience and see how things are done at an institution very different from BGSU. Although I work off-campus, many opportunities to stay connected are always sent my way, such as community service projects, workshops, and social events with cohort members. I am so thankful to be a part of CSP’s intellectual and social community!

Dale Osef (CSP ‘16)
ONU Law Career Services Graduate Intern
Ohio Northern University

My name is Dale Osef and I am the Graduate Intern for Career Services at Ohio Northern University College of Law (ONU Law). My internship is a unique experience in that I have the privilege of working exclusively with graduate students in a highly focused professional track program. ONU Law is also one of the smallest law schools in the country, which means I get to work closely with students in groups and one-on-one on a daily basis. I review resumes and cover letters with the students. I also coordinate all social media marketing for the office as well as our newly implemented “Northern Network” by Symplicity career services web software. I work under the supervision of the Director of Law Career Services who has been in the profession for a decade. The students at ONU Law are enthusiastic, vibrant, and diverse. They are highly committed to the areas of law in which they wish to practice. I have learned about the practice of law ranging from estates, wills, & trusts to environmental law and medical malpractice, just to name a few. The staff and faculty here are incredibly supportive of my internship. Working at ONU law is a truly special experience.
Ashland University is a 4 year, mid-sized, private school with a small school feel located about an hour away from 3 major cities: Cleveland, Columbus, and Akron. Our students are focused on academics and 72% of students are involved in an organization, club, or athletic team on campus. Some of the academic programs that thrive at AU include our College of Education, Ashbrook Scholars Program, and College of Business. We recently acquired a College of Nursing and are also affiliated with Ashland Theological Seminary which is 4 blocks away from main campus. Our goal as Student Affairs professionals is to be student focused and enrich the experience students have at AU in order to prepare them for their futures.

MISSION STATEMENT
Ashland University educates and challenges students to develop intellectually and ethically, to seek wisdom and justice and to prepare for the rigors of living and working as citizens engaged in their local, national and global responsibilities.

IDENTITY STATEMENT
Ashland University is a nationally recognized comprehensive university founded in 1878 by the Brethren Church. The University promotes innovative liberal arts and professional programs for undergraduate and graduate students. Rooted in Christian faith and an unwavering commitment toward accent on the individual, the University provides students an environment that promotes Ashland University’s values and respect toward each person.

CORE VALUES
- **Accent on the Individual**
  Pledges the best individual and collective efforts to challenge and encourage each member of the university within a supportive community.
- **Spirituality and Faith**
  Affirms Christian values as a core element of the University's institutional identity, emphasizing faith in God, moral integrity and respect for the diversity of values and faith that is found in a community of learning.
- **Character Development**
  Promotes integrity, self-discipline, responsibility, compassion, leadership, service and good citizenship.
- **Academic Freedom**
  Supports the free, open and critical inquiry for both students and faculty that is consistent with intellectual and professional development.
- **Excellence in Teaching**
  Emphasizes teaching supported by research and scholarship as the University’s central responsibility.

Area Coordinators/Graduate Assistants are critical to Residence Life & Student Affairs. You are considered professional staff at AU and we are committed to your professional development. ACs receive a membership to OCPA and have a minimum of $200/year to put towards approved professional development opportunities. We encourage ACs to present at conferences & help connect them with professional staff for support. AC Housing includes a furnished apartment with bedroom, living room, bathroom, and kitchen.

This position provides a unique amount of autonomy to young professionals, allowing them to direct their own efforts toward achieving the goals set by you and the other team members within the Office of Residence Life. This is an opportunity for you to discover how you work most effectively and grow in the areas of self-directedness and professionalism. You fellow team members on the Residence Life staff are there to support you in this development. Additionally, you will be supervising a staff of undergraduate resident assistants and mentoring these students as they develop into campus leaders and eventually young professionals.
Ashland University:
Area Coordinator and Community Service Collateral Intern

Position Summary:
The Area Coordinator is a 10 month live-in position and is responsible for the overall administration and operation of the residence halls housing approximately 400 students. Duties also include selection, training, supervision and evaluation of an RA staff of 8-12. The AC will work to create an environment conducive to the academic mission of Ashland University. In addition to his/her AC responsibilities, this AC holds a collateral position with the Community Service Office for 10 hours each week. Supplementary experiential opportunities are available in a variety of student affairs departments.

Duties and Responsibilities:

Area Coordinator
- Supervise, train, evaluate, & select (8-12) undergraduate Resident Assistants (RA).
- Oversee residential administrative processes (opening/closing, Health and Safety inspection coordination, room changes, RA selection, programming, occupancy reports, Building Service Reports, and on-call responsibilities).
- Advise Hall Council(s) within your area.
- Chair a Residence Life Committee (student staff selection, training, or in-service).
- Supervise the planning and implementation of RA programs based on Ashland University student learning outcomes.
- Facilitate student conduct meetings with students in accordance with the Ashland University student code of conduct.
- Meet with students experiencing personal or academic challenges and facilitate connections with campus resources (e.g. Counseling, Academic Advising, Student Success Center, Registrar, etc.) to enhance student success and satisfaction.
- Other duties as assigned.

Collateral Assignment- Community Service
- Serve as co-advisor to AU G.I.V.S. (Ashland University Gets Involved with Volunteer Service), a student-led service organization.
- Meet with community service student leaders weekly and attend bi-weekly executive board meetings.
- Advise event co-chairs with coordination of half of the major events planned by AU G.I.V.S. (approximately 4-5 per semester)
- Assist with benchmarking projects and possible grant seeking opportunities for new and recurring community service initiatives and projects.
- Assist Director with MyAU Portal announcements and service opportunities.
- Provide presentations on behalf of the Community Service office, as needed, to student organizations, faculty/staff and community organizations.
- Foster and maintain relationships with the campus and community partners via various service projects.
- Meet alternating weeks with supervisor with co-advisor and AU GIVS president.
- Other duties as assigned.

Time Commitment:
- Time Commitment: 10-month, full-time position. This position includes additional evening and weekend hours with live-in responsibilities
- Time Off: Appointment tentatively set to begin August 1, 2016 and end on May 31, 2017. Time- off occurs while the residence halls and the Residence Life Office are officially closed, additional time arranged with supervisor.
**Prerequisite Knowledge/Skills:**

**Educations:**
- Bachelor’s degree required
- Obtaining or completed Master’s degree preferred

**Experience:**
- Prior undergraduate Residence Life, Community Service and/or other experience that demonstrates leadership and active involvement in Student Life.

**Skills:**
- Effective problem solving abilities
- Excellent customer service
- Strong oral and written communication
- Highly organized
- Leadership development Focus

**Benefits/Compensation:**
- Stipend: $18,978 per academic year (August 2016-May 2017)
- Tuition scholarship: 30/42 credit hours
- Furnished apartment
- All utilities including water, heat, electricity, and basic digital cable service are provided at no additional cost
- Meal plan currently valued at approximately $3,084 will be provided during the 10-month period of employment*; full meal service is not provided during academic breaks and at times when the dining halls are closed
- Parking pass valued at $80
- 10% discount at the University Bookstore

**Institution:** Ashland University  
**Department:** Office of Residence Life  
**Website:** http://www.ashland.edu/student-affairs/living-here/residence-life  
**Positions Available:** 1

**Contact Information:**
Kim Lammers, Director of Residence Life  
232 Hawkins Conard Student Center, Ashland, OH 44805  
419-289-5306  
klammers@ashland.edu
Mission Statement of Baldwin Wallace University
Baldwin Wallace University is an academic community committed to the liberal arts and sciences as the foundation for lifelong learning. The College fulfills this mission through a rigorous academic program that is characterized by excellence in teaching and learning within a challenging, supportive environment that enhances students' intellectual and spiritual growth. Baldwin Wallace assists students in their preparation to become contributing, compassionate citizens of an increasingly global society and encourages their pursuit of personal and professional excellence.

All You Ever Wanted To Know About BW
When founded in 1845, Baldwin Wallace University was one of the first colleges in Ohio to admit students without regard to race or gender. That spirit of inclusiveness has flourished and evolved into a personalized approach to education: one that stresses individual growth as students learn to learn, respond to new ideas, adapt to new situations and prepare for the certainty of change.

Founded: 1845
Location: Berea, OH

History: BW was one of the first colleges in Ohio to admit students without regard to race or gender. In 1913, Baldwin University merged with neighboring German Wallace College. Since that time, BW has continued to develop as a comprehensive college, combining the strengths of its liberal arts heritage with opportunities for career preparation and pre-professional training.

Student/Faculty Ratio: 15:1
Student Population: 3,050 full-time undergraduate 800 evening and weekend adult learners, 830 graduate students

Academic Programs: More than 50 majors, 12 majors for evening and weekend programs
Clubs/Organizations: 100
Financial Aid: Over $40 million awarded annually

Points of Pride
Our Students
- About 30% of our freshmen rank in the top ten percent of their graduating class, while 60% rank in the top quarter.
- More than 90% of our graduates find employment or enter the graduate school of their choice within six to nine months of graduation.
- At least two-thirds of BW students attend graduate school in their lifetime including some of the world's most prestigious institutions.
- Annually, approximately 400 BW students gain valuable practical experience through field experiences and internships.
- Each year, BW students contribute more than 5,000 hours of service to the Greater Cleveland area through our Community Outreach programs.

Our Institution
- Our Riemenschneider Bach Institute is one of only five institutions in North and South America containing manuscripts written in Bach’s own hand.
- Since our founding in 1845, BW has prided itself on being one of the first colleges to admit students without regard to race or gender, a spirit of inclusiveness which continues today.
- Ernsthausen Hall is the first college residence hall in Ohio to use environmentally-friendly geothermal technology for heating and cooling.
Baldwin Wallace University:
Hall Director / Residence Life & Student Affairs Intern

Position Description:
The Hall Director is responsible for implementing the basic goals of the Residence Life department by promoting individual and community development through daily interaction with students in the residential buildings where s/he is responsible. The Hall Director works closely with his/her Resident Assistant staff and students and his/her responsibilities include serving as a supervisor, administrator, counselor, advisor, mediator, and policy enforcer. The Hall Director reports directly to an Area Coordinator in the Office of Residence Life. Baldwin Wallace University offers two types of Hall Director positions; full-time (assigned buildings are the full graduate responsibility) and shared (where the Hall Director is responsible for the direct oversight of the assigned residential building and a different position in another office on campus).

Assigned Duties and Responsibilities:

Supervision
- Be available to residents a minimum of 25 posted office hours per week (5 of the hours for Student Conduct)
- Supervise 8-13 Resident Assistant staff members.
- Plan and lead Resident Assistant staff meetings.
- Meet one on one with each staff member bi-weekly.
- Set goals with the Resident Assistant staff.
- Formally and informally evaluate each Resident Assistant's job performance.
- Provide, participate in, and facilitate ongoing training with Resident Assistant staff.
- Assist in the Resident Assistant recruitment and selection process.
- Support Resident Assistant programming by providing training and feedback.
- Attend weekly Hall Director staff meetings.
- Participate in Residence Life committee(s) as assigned.
- Meet individually with the Area Coordinator (minimally bi-weekly).
- Attend on-going staff development and training.

Advisory
- Serve as a positive role model and establish good relationships with students.
- Advise Hall Council.
- Encourage and invite student-faculty-staff participation in residence hall activities.
- Inform residents of events and activities occurring on campus.
- Assess personal, academic & social problems of residents.
- Be knowledgeable of available campus and community resources and make appropriate referrals.
- Be aware of the cultures and sub-cultures of the campus.

Administrative
- Serve in Hall Director On-Duty rotation for assigned campus area.
- Report and track necessary repairs and maintenance concerns.
- Maintain and submit forms/reports including but not limited to: Weekly Reports, Occupancy Reports, Room Change Requests, Room Condition Reports, Lounge Inventories, Work Orders, Incident Reports, and Program Reflections.
- Maintain accurate inventory of building keys and facilitate key distribution/collection process.
- Facilitate building room changes and assist with Room Selection process.
- Coordinate implementation of semester Health and Safety Inspections and fire drills.
- Maintain allocated hall budgets.

Mediation/Policy Enforcement
• Recognize situations in which intervention or mediation is both appropriate and necessary.
• Uphold and interpret the rights and responsibilities of all students through consistent and fair policy enforcement.
• Assist in establishing and developing community standards.
• Encourage and develop an environment within the residence hall that enables residents and staff to accept responsibility for self-governance and behavior consistent with the expectations of Baldwin Wallace University.

Student Conduct
• Schedule five hours for conduct each week.
• Train and serve as a campus Hearing Officer.
• Attend and administer student conduct proceedings as necessary.

Qualifications (previous Residence Life experience preferred):
• Experience and interest in working with college students in a supportive and supervisory capacity.

Contract Dates and Specifications:
• Will work 25 total hours per week, 10 months.
• Some evening and weekend work required
• July 25, 2016 – May 26, 2017

Compensation/Benefits:
• $8,500 annual stipend (paid bi-weekly) and free furnished apartment including basic cable and internet.
• $1,000 meal stipend per semester (fall and spring only).
• Parking space, gym membership, library access.
• Spouse or domestic partner able to live with GA in on-campus housing (as long as it meets HR criteria).
• Children able to live with GA in on-campus housing (if space is acceptable).
• Professional Development funds available.

Institution: Baldwin Wallace University
Department: Office of Residence Life/Commuter Services/Student Conduct
Website: http://www.bw.edu/student-life/housing/index
Position Available (1 of the following):
• 21 Beech/Davidson – 8 Resident Assistants, Predominantly First Year students, Honors program, suite-style.
• Heritage – 12 Resident Assistants, Sorority and Fraternity floors, International students and traditional students.

Contact Information:
Ms. Kristin Brewer, Area Coordinator          Mr. Todd Heft, Area Coordinator
275 Eastland Road, Berea, OH 44017          275 Eastland Road, Berea, OH, 44017
krbrewer@bw.edu, 440.826.2114              theft@bw.edu, 440.826.2114
FOUNDED:
1899 by the General Conference Mennonite Church; today affiliated with Mennonite Church USA

ENROLLMENT:
997 undergraduate students and 97 students in graduate programs. The average incoming student has a 3.2 high school GPA and a 22 ACT score. (in 2014-15)

FACULTY:
There are 55 full-time faculty, 45 of which have earned a terminal degree, and 45 part-time faculty (in 2014-15).

ACADEMICS:
Bluffton offers academic study in more than 50 academic programs, an adult bachelor's degree-completion program in organizational management and master's degrees in education, organizational management, business administration and business administration with a health concentration.

FINANCIAL AID:
More than 95 percent of students at Bluffton receive some form of financial aid.

INSTITUTIONAL DATA

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<th>Category</th>
<th>Value</th>
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<td>Total graduate enrollment</td>
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(June 30, 2014)
**Bluffton University:**

**Student Life Graduate Intern**

**Position Description:**
The Student Life Graduate Intern lives in an apartment in a residence hall and has the responsibility for creating a space where relationships can develop and grow. Supervising, supporting, and developing the RA staff is the chief role of the Hall Director. There is also the responsibility of the day-to-day operation of that hall. They have specific responsibilities such as distributing keys, maintaining safety procedures, working closely with personnel from Buildings and Grounds, supporting the objectives of Bluffton University and responding to student concerns.

The Student Life Graduate Intern for student involvement provides support for the student involvement program at Bluffton University, including but not limited to student organization services; student-oriented programming efforts for institution-spanning events such as Homecoming & Little Sibs Weekend; service learning initiatives; and comprehensive Leadership Development Program (LDP)

**Essential Duties and Responsibilities:**

- **Graduate Hall Director**
  - Create meaningful relationships through enduring conversations with each resident on the RA’s floor.
  - Being regularly present in the building, this means having your apartment door open on a regular basis and spending significant time visible in the building.
  - Supervise and empower resident advisors in their involvement on their floors and with their residents and helping them fully embrace the vision of the department
  - Be aware of concerns which students have and respond to these concerns in an appropriate time and manner
  - Participate in RA recruitment and selection, move-in, retreats, and resident departures
  - Participate in an on-call duty rotation and provide adequate staff coverage in the residence hall
  - Be aware of the health needs of students. This includes assisting the students in finding a means of transportation to a physician or a hospital
  - Work with the maintenance personnel in keeping the residence hall functional for the use of residents, present and future
  - Know, interpret, teach, and enforce the standards of conduct and the Student Handbook regulations
  - Complete special projects as delegated by the Director of Residence Life

- **Student Activities/Student Union**
  - Advise, in conjunction with Assistant Director of Marbeck Center, Student Organizations United in Leadership (SOUL), a union of student organization members dedicated to promote communication, facilitate cooperation, and ultimately support student involvement and engagement at Bluffton
  - Develop and implement a series of educational workshops and roundtable sessions for student organizations and advisors to better define their roles on campus
  - Provide additional support and guidance to student organizations in their activities and administrative functions
  - Complete a student organization member audit once per year. Prepare report with the total number of members involved in each student organization
  - Update and maintain the Student Organization Handbook, a comprehensive guide for student organizations and advisors (both print & electronic formats)
  - Serve as advisor to the homecoming chairperson(s) and provide administrative presence in planning and coordination of student related homecoming activities
  - Provide leadership and administrative presence in planning and coordination of annual spring Riley Creek Festival
  - Recruit membership and coordinate efforts of student Blood Drive Planning Group
 Assist, in coordination with the Assistant Director of Marbeck Center with the planning and development of service-learning initiatives
 o Meet regularly at a predetermined time with the Director of Marbeck Center
 o Work with Student Life staff to organize and carry out LDP student leadership retreats and activities. Attend Student Life staff meetings (HPC, etc) as appropriate

Compensation and Time Commitment:

- Stipend: $8800 for the academic year
- Tuition scholarship: 30/42 credit hours
- Furnished apartment in a residence hall, with all utilities paid (with the exception of long-distance phone calls)
- Meals provided in the Marbeck Center when classes are in session
- Reserved parking space, access to IBM compatible computer, Internet, email, laser printer, copier, and fax. Individual office space provided.
- OCPA 2-year membership and registration fees paid for annual OCPA conference.
- Time Commitment: Residence hall responsibilities, plus 10 hours/week in a collateral assignment
- Time Off: Normal time off is twelve days per year plus vacation periods. Additional time off is given for conferences, workshops, etc.

Institution: Bluffton University
Department: Office of Residence Life, Student Life Division Office
Website: http://www.bluffton.edu
Position Available: 1

Contact Information:
Caleb Farmer
Director of Residence Life
1 University Drive
Bluffton, OH 45817
(419) 358-3376
wellsj@bluffton.edu
One of Bowling Green State University’s seven undergraduate colleges located in Huron, Ohio at the intersection of State Route 2 and Rye Beach Road - one hour west of Cleveland and one hour and ten minutes east of Bowling Green, Ohio. We are only seven miles from Cedar Point Amusement Park in the middle of "Vacationland" Ohio.

Today BGSU Firelands, which moved from being a regional campus to a full college of BGSU in 1976, is an accredited member of the North Central Association of Colleges. As the College continues to grow, faculty and staff work to strengthen ties to the community and expand and adapt the courses and programs offered. Increases in enrollment, combined with a recommitment to apply best-practice thinking to student support and retention have brought new challenges and new ideas to the fore.

Bowling Green State University is committed to equal opportunity for all and does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, sex, sexual orientation, color, national origin, religion, creed, age, marital status, mental or physical disability, or veteran status. The Office of Equity and Diversity, 705 Administration Building, BGSU, is responsible for University compliance with Title IX, Section 504. Disability Services, 413 South Hall, is responsible for compliance with the Americans with Disabilities Act.

**Fast Facts**

- Departments of applied sciences, humanities, and natural and social sciences.
- Students can begin one of the more than 200 BGSU undergraduate majors and programs at BGSU Firelands.
- Certificate programs are available in bookkeeping, business application specialist, management and supervision, small business management and medial scribe.
- Nearly 2,400 undergraduate and graduate students, majority from Erie, Huron Lorain, Ottawa and Sandusky counties

**Firelands Pathway Program**

Students taking part in the “Pathway” program have not met the qualifications needed to be admitted to BGSU main campus. This is either due to a low GPA or ACT/SAT score. Students in the Pathway program are admitted to the University as Firelands College students who live on and take classes at BGSU main campus. The classes are taught by BGSU Firelands faculty. Pending successful completion (2.0 GPA) of the credit hours taken in their first year, Pathway students are fully admitted as a BGSU main campus student the next academic year. An estimated 70+ students will be admitted in the 2016-2017 cohort.
BGSU: Firelands College:
Academic Advising Graduate Intern

**Position Description:**
This position works under the Director of Academic Advising and Student Services from BGSU Firelands. This is a year-long (fall and spring) position averaging 20 hours a week. The schedule is flexible and based on course commitments and instruction times. The position will advise Firelands College undergraduate students and students in the Firelands Pathway program, assist with Firelands orientation programs, and other programmatic events as needed. BGSU Firelands College is an “open admission” campus and college of Bowling Green State University and located in Huron, Ohio

**Assigned Duties and Responsibilities:**
- Provide Academic and Career Advisement for first year undergraduate students at Firelands College and students enrolled in Firelands Pathway Program.
- Assist with programmatic planning, development and implementation of office events. Events include College Access nights, recruiting events, and orientation, and group meetings for first semester students.
- Assist with production of Firelands Pathway information, event invitations and handouts utilizing desktop publishing software.
- Act as a liaison between BGSU Firelands Academic Advising/Student Services and Pathway students remotely and under supervision on campus in Bowling Green.
- Participate in office professional development and staff meetings.
- Prepare reports as requested.
- Related duties as assigned.
- Internship students are more than welcome to participate in all office events and activities while working in the office (staff meetings, trainings, retreats, and signature events), which allow for further professional development.

**Time Commitment:**
- 20 hours per week, time off during all University holidays and breaks
- Academic year contract, beginning the full week prior to the beginning of classes/fall semester and ending on the last day of finals/spring semester.

**Benefits/Compensations:**
- Stipend: $9,000
- Tuition scholarship: 30/42 credit hours

**Institution:** Firelands College  
**Department:** Office of Academic Advising and Student Service  
**Website:** [http://www.firelands.bgsu.edu/academics/student-services.html](http://www.firelands.bgsu.edu/academics/student-services.html)  
**Positions available:** 1

**Contact Information:**
Amy J. W. Planthaber  
Director, Academic Advising and Student Services  
129 George Mylender Hall  
Huron, OH 44839  
419-372-0886  
plantaj@bgsu.edu
History
Founding: December 3, 1833, as Oberlin Collegiate Institute by Rev. John Jay Shipherd and Philo Penfield Stewart

First in Academia: Oberlin was the first college in America to adopt a policy to admit African American students (1835) and the first to grant bachelor’s degrees to women (1841) in a coeducational program.

Motto: “Learning and Labor”

Official colors: crimson and gold

Location and Campus
Oberlin, Ohio, population 8,300; 35 miles southwest of Cleveland, Ohio

440-acre residential campus


Student Body
54 percent women and 46 percent men

20 percent students of color

92.8 percent domestic of which 9.1 percent are from Ohio; 7.2 percent are international, representing nearly 50 countries

Faculty
Student-faculty ratio

• 11:1 in the College of Arts and Sciences
• 6:1 in the Conservatory

70 percent of classes have fewer than 20 students

Most faculty are active researchers and are among the foremost authorities in their fields. U.S. News & World Report recognized Oberlin faculty for their commitment to undergraduate teaching in “Best Colleges 2013” guide; Oberlin ranked third in the nation.

In the past five years, 95 percent of Oberlin’s natural science faculty members received grants for research, equipment, or curriculum development. Recent grants have come from the National Science Foundation, NASA, Research Corporation, and the Camille and Henry Dreyfus Foundation, among others.

Academic Divisions
College of Arts and Sciences
• Established in 1833
• 47 majors

Conservatory of Music
• Established in 1865
• Oldest continuously operating conservatory in the United States
• Eight majors and private study in 20 areas
Academic Programs

College of Arts and Sciences
• Curriculum includes study in the humanities, social sciences, and natural sciences and mathematics
• Four-year undergraduate program leading to the BA degree
• Five-year double-degree program leading to both the BA and BM degrees

Conservatory of Music
• Four-year undergraduate program leading to the BM degree
• Five-year Double Degree Program leading to both the BA and BM degrees
• Two-year programs leading to a Performance Diploma (undergraduate) or an Artist Diploma (graduate)

Degree Designations
• Bachelor of Arts (BA)
• Bachelor of Music (BM)
• Double Degree (BA and BM)
• Master of Contemporary Chamber Music (MCCM)
• Master of Music in Historical Performance (MM)
• Master of Music Teaching (MMT)
• Master of Music (conducting, opera theater, performance on historical instruments, MM)

Certificates
• Artist Diploma
• Performance Diploma

Athletics
• 21 varsity teams
• North Coast Athletic Conference, Division III
• 30 percent of students participate in intramural and club sports

Activities
• 175 active student groups
• 1,200 students annually participate in service programs
• 75 percent of students have some type of international or service experience during college

Arts and Culture
The Allen Memorial Art Museum, with collections that place it among the top five college art museums in the nation, was established in 1917.

The Apollo Theatre, one of the few continuously running, single-screen movie houses in the country, was established in 1913.

The Main Library in Mudd Learning Center, and three other campus libraries specializing in music, art, and science, house more than 2.4 million items.

The college and conservatory sponsor more than 500 concerts and recitals, about 40 theater and dance productions, and two operas each year.
Oberlin College: Civic Engagement Graduate Intern

**Position Description:**
This is an excellent opportunity to participate in curricular, co-curricular and extra-curricular community engagement programming in a vibrant, culturally-diverse, nationally-recognized civic engagement center.

**Assigned Duties and Responsibilities:**
- lead efforts to advertise, strengthen and implement community service-related Winter Term placements (for Winter Term credit), including organizing reflection opportunities;
- support partnerships with local community organizations during the academic year by organizing an annual Community Connections Fair, Open House and End-of-Year Celebration (and other Community Service Fairs as needed);
- supervise 4 students who run the BCSL’s Community Service Resource Center (CSRC);
- promote BCSL programs, activities and events both on-line and in real time;
- build upon and improve past evaluation and assessment efforts related to BCSL programs mentioned above and maintain appropriate records as needed;
- serve as a liaison to Residential Education (Student Life Division);
- represent the Oberlin College BCSL at community programs and events;
- assist with the process of tracking all community service activities (hours, numbers of participants, successes / challenges of projects) of students, faculty and staff;
- participate in on-call rotations with other professional staff members in Student Life Division on a rotating basis (2 weeks per academic year);
- complete other related duties as assigned by the Director of the BCSL

**Features of the position and/or office:**
Just like our full-time professional staff, this individual will regularly represent the Bonner Center for Service & Learning (BCSL) through interactions on-campus with students, faculty and staff, and off-campus with the wider Oberlin and Lorain County communities. Interns will attend meetings, provide trainings, author all-campus emails, and conduct programs – all of these activities require a mature, professional individual with excellent communication skills. This position requires an individual who possess excellent organizational skills, who can work independently and who is totally comfortable in a multicultural environment. Finally, individuals must be experienced with Microsoft Office applications, such as Word, Powerpoint and Excel, and ideally bring experience with Google docs, forms and social media platforms. The intern will be trained and serve as a community resource for our online connection platform serve.oberlin.edu.

**Additional Features of the position and/or office:**
- This internship offers excellent opportunities for practicum experiences (both within the Bonner Center for Service and Learning or in other offices at Oberlin College)
- The BCSL offers a broad experience for an intern with involvement in curricular, co-curricular and extra-curricular community engagement programming
- Oberlin College received the Carnegie Classification in Community Engagement in 2010, which affirmed the Bonner Center for Service & Learning as a vibrant, culturally-diverse, nationally-recognized civic engagement center
- The intern will be provided with shared office space and a desktop Mac
- BCSL office culture is friendly, productive and focused on lifelong learning
- Oberlin, OH, offers the warmth of a small town paired with world-class speakers, theater and music events
Institution: Oberlin College
Department: Bonner Center for Service & Learning
Website: www.oberlin.edu/bcsl
Positions Available: Civic Engagement Graduate Intern

Compensation and Time Commitment:
- Stipend amount: $10,992
- Scholarship (we will insert this detail once the final determination is made)
- Room and/or board, if applicable: Both provided, valued at approximately $14K annually
- Professional development funding: $300 first year, $600 second year
- Other benefits provided include 9 paid vacation days per year, computer networking access, local telephone and cable TV, mileage reimbursement of $300 per semester, access to Oberlin College Recreation Center and reserved parking

Contact Information:
Beth Blissman, Ph.D., Director, Bonner Center for Service & Learning
Beth.Blissman@oberlin.edu
Direct line: 440-775-5385, BCSL Main line: 440-775-8055
Oberlin College:
Graduate Assistant Student Conduct Intern

Position Description:
Under the supervision of Associate Dean of Students/Judicial Coordinator the Intern will support the efficient function of student conduct systems at Oberlin College while gaining exposure to the operations of crisis management. To enhance the inclusive nature Oberlin’s campus conduct system, the Intern will work collaboratively with professional staff in the Department of Residential Education and in the Division of Student Life to help initiate educational and community building programs in residence halls that foster mutually respectful student conduct. Ordinarily, the intern will serve 20 hours a week. When on-call and at especially busy times of the academic year, additional hours may be required.

Assigned Duties and Responsibilities:
- Develop comprehensive understanding of student regulations and the campus conduct and honor system polices.
- Assist the Associate Dean of Students with projects to update policies, promote policy and resource awareness.
- Assist the Associate Dean of Students and the Associate Director of Residential Education with administrative resolution of campus conduct cases and the coordination of conduct board hearings as assigned.
- Assist the Director of Residential Education with.
- Collaborate with staff of Residential Education to develop peer leadership up to 7 hours a week (see details below).
- Serve as part of Residential Education’s Area Coordinator on-call rotation.
- Other tasks as assigned.

Features of the position and/or office:
- The intern will be responsible for recruiting, training and supervising six (6) Program Assistants (PAs) for the Office of Residential Education. These PAs are students who focus on specific areas of educational and/or social programming within the residence halls. (DAN) will work closely with a designated member of the Residential Education professional staff to ensure that this portion of the position is being achieved effectively.
- The intern will be provided semi-private work space in the Office of the Dean of Students.
- This is a part-time, ten-month position (beginning August 1, 2016 and ending May 31, 2017) reporting to the Associate Dean of Students/Judicial Coordinator. Pending satisfactory performance during the initial year, the position is renewable for a second two-semester term.
Compensation and Time Commitment:

- Personal Living Expense Stipend of $10,700
- Tuition Stipend of $2100 divided equally across two semesters
- Scholarship (we will insert this detail once the final determination is made)
- Meal plan when dining services are open (~$6000)
- Apartment for the period of employment (~$9000)
- Student memberships to NASPA and ASJA (Memberships fees will be paid by the College as a benefit of employment. The College will provide a modest professional development stipend of $400 to defray the cost of attending one regional or National professional development event outside of Ohio.)
- 9 paid vacation days
- Local telephone and cable TV access through Oberlin Cable Co-op, Computer networking access
- Partner policy including partial meal plan for partners and dependents
- Pet Policy—A small pet is allowed with pet fee of $200 (ask for details)
- Access to Recreation Center, and on campus parking

Institution: Oberlin College
Department: Office of the Dean of Students
Website: http://home.oberlin.edu/
Position Available: 1

Contact Information:
Kimberly Jackson Davidson
Associate Dean of Students
Oberlin College
135 West Lorain Street, Wilder 105
Oberlin, OH 44074
kdavidso@oberlin.edu
440-775-8462
# Ohio Northern University

## Facts and Figures

<table>
<thead>
<tr>
<th>NAME</th>
<th>Ohio Northern University</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESTABLISHED</td>
<td>1871</td>
</tr>
<tr>
<td>PRESIDENT</td>
<td>Daniel A. DiBiasio</td>
</tr>
<tr>
<td>STUDENT BODY</td>
<td>3,238</td>
</tr>
<tr>
<td>FACULTY AND STAFF</td>
<td>653</td>
</tr>
<tr>
<td>ALUMNI</td>
<td>31,357 alumni from 50 states and 60 countries</td>
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<tr>
<td>OPERATING BUDGET</td>
<td>$99,433,496</td>
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<td>ENDOWMENT</td>
<td>$167,664,205</td>
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<tr>
<td>MASCOT</td>
<td>Polar Bear</td>
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<tr>
<td>STUDENT-FACULTY RATIO</td>
<td>11:1</td>
</tr>
<tr>
<td>CLASS SIZE</td>
<td>Average undergraduate class size: 19</td>
</tr>
<tr>
<td>ADA, OHIO</td>
<td>A small-town atmosphere complements the friendly environment found on campus. Population: 5,947</td>
</tr>
</tbody>
</table>

## Mission

Influenced by a unique history and an enduring affiliation with the United Methodist Church, Ohio Northern University's mission is to provide a high-quality learning environment that prepares students for success in their careers; service to their communities, the nation and the world; and a lifetime of personal growth inspired by the higher values of truth, beauty and goodness. The University's distinctive academic program includes mutually supporting liberal and professional education components that integrate practice with theory, complemented by excellent co-curricular offerings that enrich the Northern experience. To fulfill this mission, faculty and staff engage with students so they can learn to think critically, creatively and entrepreneurially; communicate effectively; gain practical experience; solve problems collaboratively; and act as ethical and responsible members of a global community.

## Calendar

Semesters

## Athletics

NCAA Division III, Ohio Athletic Conference (OAC)

12 men's and 11 women's teams.

The mascot is the Polar Bear, and the school colors are orange and black.

## Student Life

Students choose from a variety of campus activities, including more than 200 student organizations; four national sororities and five national fraternities; intercollegiate, intramural and club sports; and music and theatrical events.
ONU SUSTAINABILITY
Ohio Northern has made several significant strides in sustainability and currently is making considerable efforts to realize the full benefits of a comprehensive approach to sustainability at the University. Our on-campus housing derives 30 percent of its heating and cooling from geothermal technology, and three 400-kilowatt wind turbines provide about 5 percent of our electricity needs. Our fleet of hybrid and electric campus vehicles reduces our dependence on fossil fuels, and our many environmentally themed student organizations consistently find new ways to make ONU a greener place to live, learn and work.

LOCATION
Our scenic, safe and modern campus rests on nearly 342 acres in the village of Ada, Ohio. Our location provides a quaint small-town atmosphere that complements the friendly environment found on campus. Ada offers an array of restaurants, shopping and culture.

THE INN AT OHIO NORTHERN UNIVERSITY
Ada’s world-class hotel offers more than 70 deluxe guest rooms, luxurious amenities and more than 3,000 square feet of flexible meeting spaces. Guests of The Inn enjoy everything that the ONU campus has to offer: athletics, performing arts, and so much more.

TUITION AND FEES (2015-16)

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<table>
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<tr>
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<tbody>
<tr>
<td><strong>Full-Time Tuition and Technology Fee</strong></td>
<td></td>
</tr>
<tr>
<td>Arts and Sciences</td>
<td>$28,810</td>
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<tr>
<td>Business Administration</td>
<td>$28,810</td>
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<tr>
<td>Engineering</td>
<td>$32,910</td>
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<tr>
<td>Pharmacy</td>
<td>$33,960</td>
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<tr>
<td><strong>First-Year Law (L1) (Includes January Term)</strong></td>
<td>$26,030</td>
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<tr>
<td>Continuing Law</td>
<td>$26,030</td>
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<tr>
<td><strong>Freshman Room and Board</strong></td>
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<tr>
<td>Freshman room and 19 meal plan</td>
<td>$10,890</td>
</tr>
</tbody>
</table>

See more at: www.onu.edu/financial_aid/tuition_and_fees

THE OHIO NORTHERN PROMISE
The Ohio Northern Promise is a set of initiatives to make an ONU education more affordable, to reduce student loan debt, to sustain academic quality, and to prepare students for career success. www.onu.edu/promise
Position Description:
The Office of Career Services at Ohio Northern University (ONU) Claude W. Pettit College of Law serves students in several capacities. The primary objective of the office is to ensure that our current students and our alumni find meaningful work. We encourage students to make their own meaning through exploration of positions primarily within, but also outside of the practice of law. We accomplish our goals through one-on-one career counseling with students, speaker series, mock interview programs, and more.

Our office is also advancing in terms of technology. There will continue to be a collaborative effort amongst office staff to implement Symplicity software and use it to its greatest potential as a career search/preparation platform. Mastery of written and oral communication skills is critical for the successful candidate. Goals for the intern include: gaining extensive knowledge about the field of law; working effectively with diverse populations of students, staff, and faculty (particularly in terms of age); developing editing and counseling skills; being capable of working independently and cultivating innovative ideas and practices; and transferring skills and practices learned the CSP classroom to a graduate student population.

Assigned Duties and Responsibilities:
• Build an extensive knowledge of and appreciation for career services in the field of law, including, but not limited to: different types of practice, hiring cycles in the field of law, an understanding of the bar passage process, and a general understanding of courses offered by the college
• Build an extensive understanding of student placement needs, including, but not limited to: areas of law for desired practice, geographic preference for practice, & desired salary range
• Hold one-on-one meetings with students regarding career goals and attainment
• Review student résumés, cover letters, and other application materials; and counsel students accordingly
• Coordinate all social media efforts for the office; outlets used include: Facebook, LinkedIn, & Twitter
• Master Symplicity software and coordinate best use of program with Director
• Plan and execute major events, including, but not limited to: “Career Connection” Speaker Series, and mock interviews
• Be detail oriented and exercise critical thinking skills
• Exhibit creativity, excellent writing skills, and enthusiasm for working with students and colleagues
• Utilize graphic design skills using Microsoft Publisher and similar platforms for marketing purposes
• Assist Director as needed
• Other duties as assigned

Time Commitment:
• Time Commitment: 20 hours/week
• This internship is structured such that the intern will spend two days per week at BGSU and three days per week at the internship site.

Compensation and Time Commitment:
• Stipend amount: $12,500
• Tuition scholarship: 30/42 credit hours

Institution: Ohio Northern University Claude W. Pettit College of Law
Department: Career Services
Website: http://law.onu.edu/career_services
Positions available: 1

Contact Information:
Dale Osef
Graduate Intern for ONU Law Career Services
d-osef@onu.edu, 419-772-2755
Ohio Northern University:
Resident Director/Smull College of Engineering Intern

Position Description:
The Graduate Assistant for the College of Engineering is a position that allows new student affairs professionals to incorporate the holistic development of students into an academic setting. The GA will serve as a resource for student leaders within the college and implement initiatives that work to develop leadership and interpersonal skills for undergraduate engineering students. This position allows the GA to contribute to students’ academic and personal development in order to ensure students’ success both inside and outside of the college.

Assigned Duties and Responsibilities:
Residence Life:
- Oversee residential administrative processes (e.g. opening/closing, room changes, RA selection, programming, occupancy)
- Daily facilities inspections and oversee work order process
- Facilitate programming based on the A.C.H.I.E.V.E.M.E.N.T. model and prescribed student affairs outcomes
- Serve as disciplinary adjudicator in area disciplinary matters
- Participate in weekly SART on-call procedures
- Help and refer students in personal matters to ensure their success
- Collaborate with the Assistant/Director of Residence Life and other RD’s for completion of special projects
- Attend RD meetings, Student Affairs meetings, In-Services, and Residence Life Events and All-Halls
- Meet weekly with supervisor and staff

Graduate Assistant, Smull College of Engineering
- Plan and Facilitate Student Leadership and Mentoring Course (ENGR 2901).
- Recruit and train mentors.
- Serve as a liaison between first-year mentees and upper-class mentors.
- Meet monthly with 20-25 upper-class peer mentors collectively, and individually, as needed.
- Plan and implement leadership development initiatives for mentors.
- Coordinate Dean’s Team High School Ambassador program.
- Advise a small caseload of students participating in Student Improvement Plans (SIP) weekly.
- Design and implement leadership and/or diversity/multicultural trainings or workshops for staff, faculty, and students.
- Collaborate with staff and faculty of the college to address needs of the college.
- Meet weekly with supervisor.
- Other duties as assigned.

Time Commitment:
- 15(Smull) + 5 (Res Life) flex hours/week: Out of Office (i.e. one-on-ones, staff meetings, all halls events, on-call rotation, etc.)
- 10 months: August 2016 – May 2018; Must be present for all Residence Life Trainings and Commencement
- 1 weekend/month allowed off campus
- Professional Development, $200 per year
**Benefits/Compensations:**
- Stipend: $11,000
- Tuition scholarship: 30/42 credit hours
- Furnished on-campus apartment, meal plan (Polar Points), free laundry, reserved parking space, free cable and internet services, and access to fitness facilities
- Off on all University Holidays and Breaks (must remain on campus until closing is complete)

**Institution:** Ohio Northern University
**Department:** Office of Residence Life, Smull College of Engineering
**Website:** http://www.onu.edu/student_life/residence_life, http://www.onu.edu/academics/engineering
**Positions available:** 1

**Contact Information:**
Justin F. Courtney, Director of Residence Life
Ohio Northern University
Ada, OH 45810
419-772-2401
j-courtney@onu.edu

Co-supervisor: Dr. Eric Baumgartner, Dean of Smull College of Engineering
Tom Zechman, Assistant Dean of Smull College of Engineering
Ohio Northern University:
Residence Life & Resident Director

Office of Residence Life

Major Responsibilities Include:
- Oversee the implementation of the Homecoming Parade and Spirit Week
- Organize monthly in-services and write the monthly Residence Life newsletter
- Assist with RA selection, I-days, Good Neighbor Meeting, Housing Selection, Residence Life Trainings (summer and winter), and administrative duties for check-in and check-out
- Coordinate staff recognition
- Assist with the supervision of student desk workers, as needed
- Meet weekly with supervisor
- Other duties as assigned

Time Commitment:
- 15 flex hours/week in the office
- August 2016-May 2018

Apartments: Area Coordinator

Major Responsibilities Include:
- Oversee residential administrative processes (e.g. opening/closing, room changes, RA selection, programming, occupancy)
- Daily facilities inspections and oversee work order process
- Facilitate programming based on the A.C.H.I.E.V.E.M.E.N.T. model and prescribed student affairs outcomes
- Serve as disciplinary adjudicator in area disciplinary matters
- Participate in weekly SART on-call procedures
- Help and refer students in personal matters to ensure their success
- Collaborate with the Assistant/Director of ResLife and other RD’s for completion of special projects
- Attend RD meetings, Student Affairs meetings, In-Services, and ResLife Events and All-Halls
- Meet weekly with supervisor and staff
- Other duties as assigned

Time Commitment:
- 5 flex hours/week: Out of Office (i.e. one-on-ones, staff meetings, all halls events, on-call rotation, etc.)
- 10 months: August 2016 – May 2018; Must be present for all Residence Life Trainings and Commencement
- 1 weekend/month allowed off campus (not including BGSU commitments)

Benefits/Compensations:
- Stipend: $11,000
- Tuition scholarship: 30/42 credit hours
- Furnished on-campus apartment, meal plan, free laundry, reserved parking space, free cable and internet services, and access to fitness facilities
- $200 per year towards professional development (e.g. conferences)
- Off on all University Holidays and Breaks (must remain on campus until closing is complete)

Institution: Ohio Northern University
Department: Office of Residence Life, Smull College of Engineering
Positions available: 1
Contact Information:
Justin F. Courtney, Director of Residence Life, Ohio Northern University, Ada, OH 45810
419-772-2401, j-courtney@onu.edu
As you prepare for interviews, please let us know how we can support you! We look forward to meeting you at I-Days 2016!

Jie Zhao
Supervisor Liaison and Interview Coordinator
919-800-8927 (cell)

Claudia S. Fontaine
Travel & Host Coordinator
305-336-1051 (cell)

Devin Ryan
Current Student Liaison
224-612-0450 (cell)

Kaci Abolt
Admissions & General Information
kabolt@bgsu.edu
419-372-7382 (office)
217-549-8860 (cell)