Leading Service-Learning Internship

Job Description: The Leading Service-Learning intern for the WKU ALIVE Center for Community Partnerships functions as a teaching assistant for a class with a service-learning component by supervising one to three service-learning groups and helping coordinate with community partners for project logistics. This position is supervised by the Community Engagement Coordinator and/or faculty member teaching the course. Responsibilities include but are not limited to communicating with our service-learning partners to learn about the needs and assets, serving as liaison to specific community partners, coordinate logistics for service-learning project with community partners, guide service-learners planning and implementation processes, supervise interaction between service-learners and the community members they are working with, and assist the course instructor as needed.

Tasks, gained knowledge, and experience as as a Service-Learning Intern will vary according to the course assignments, examples include but not limited to:

- Develop understanding of community needs in Bowling Green. Depending on the course this may be specific to the needs of immigrants and refugees, needs related to health care, women’s issues, and more.
- Learn about successful partnership building and maintenance
- Learn about the intersection of higher education and the community through engagement
- Learn about the intersection of service-learning and multicultural education
- Assist with teaching responsibilities, including reading and following up on student reflections about the service-learning projects
- Coordinate program logistics with students, faculty, and community partners
- Monitor interactions between students and community partners.
- Keep instructor up to date about service-learning projects.

Desired Qualifications:

- Good oral communications skills
- Ability to work with a team
- Positive attitude
- Experience with service-learning
- Experience with public service, community engagement, or volunteerism
- The $100 Solution™ training

Benefits of Internship:
Student will complete the internship with valuable skills in the areas of education, particularly teaching and learning, service-learning, and student supervision; community development; immigrant, refugee, and international issues; and cross-cultural communication, including interaction across language barriers. This internship is a great opportunity to develop leadership, teaching, partnership, and multicultural skills. Depending on the intern’s goals and background, valuable experience could also be gained in the areas of student affairs, educational administration, experiential education, and international/multicultural education. Most importantly, interns will enhance their formal job-placement skills, such as teamwork, time-management, initiative, reporting, and accountability. THIS IS AN UNPAID INTERNSHIP.

Time Allotted:
4 to 12 hours a week (depending on intern’s needs and availability). Internship lasts one semester.

Application:
Those interested in the internship are asked to email their resume, cover letter, and availability schedule for the semester you are applying for to Lauren Cunningham, Community Engagement Coordinator, at lauren.cunningham@wku.edu before the deadline posted online at www.wku.edu/alive. Students may take part in an interview process if multiple qualified applicants apply.

Website: www.wku.edu/alive