



Western Kentucky University ALIVE Center for Community Partnerships

Spring 2012, Multicultural Services Internship

Job Description: The Multicultural Services intern for the WKU ALIVE CCP takes a leading role in our projects with the local immigrant, refugee, and minority populations, as well as with our multicultural events. This position is supervised by the Community Engagement Coordinator. Responsibilities include but are not limited to communicating with our partners and clients to learn about needs and assets, coordinating logistics for events and projects, maintaining information, conducting projects, working on programs that serve diverse communities, and assisting the staff as needed.

Tasks, gained knowledge, and experience may include but not limited to:

- Develop understanding of the refugee and immigrant issues in our community.
- Learn about successful partnership building and maintenance.
- Learn about the intersection of higher education and the community through engagement.
- Aiding in the coordination of programs
- Reaching out to and working with diverse communities.
- Event coordination.
- Maintaining information through databases and spreadsheets.
- Assets and needs assessments.
- Safeguarding of cultural heritage.

Weekly Status Reports:

At the beginning of the internship, the intern will discuss goals and objectives for the semester with the staff. Additionally, the intern will complete bi-weekly reflections in order to ensure goals are met, document accomplishments, and share their thoughts on what they have learned and what they would like to learn.

Desired Qualifications:

- Good oral and written communications skills
- Cross-cultural experience
- Ability to work with a team
- Positive attitude
- Second language ability, preferably Spanish
- Experience with public service, community engagement, or volunteerism
- Self motivated, with good organizational and time-management skills

Benefits of Internship:

Student will complete the internship with valuable skills in the areas of education; community development; social services; immigrant, refugee, and international issues; and cross-cultural communication, including interaction across language barriers. This internship is a great opportunity to develop leadership, partnership, empathy, event coordination, and multicultural skills. 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:

10 to 15 hours a week (depending on intern's needs and availability). Internship lasts one semester.

Application:

Those interested in the internship are asked to email a resume and cover letter to Nadia DeLeon, Community Engagement Coordinator, at nadia.deleon@wku.edu before November 1st, 2011. Students may take part in an interview process if multiple qualified applicants apply.