



## Western Kentucky University ALIVE Center for Community Partnerships

### Spring 2012, Service-Learning Internship

**Job Description:** The Service-Learning intern for the WKU ALIVE Center for Community Partnerships helps coordinate with campus and community partners involved in service-learning projects. This position is supervised by the Community Engagement Coordinator. Responsibilities include but are not limited to communicating with our service-learning partners to learn about the needs and assets, coordinate logistics for service-learning projects with community partners, help guide students and faculty with project development and implementation, and assist the Community Engagement coordinator with her service-learning role as needed.

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

- Develop understanding of the Bowling Green community needs and assets
- Learn about successful partnership building and maintenance
- Learn about the intersection of higher education and the community through engagement
- Learn about the service-learning theory and practice
- Assist with service-learning responsibilities, including coordinating workshops, events, presentations, and in-class trainings
- Assist with services provided to faculty, including maintaining Service-Learning Library and resources
- Processing \$100 solution applications and helping coordinate The \$100 Solution™ program at WKU
- Documenting and evaluating service-learning projects.

**Bi-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 communications skills
- Experience teaching or working with student groups
- Ability to work with a team
- Positive attitude
- Organized, driven, self-starter
- Experience with service-learning projects
- 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 higher education; service-learning; community development; and partnerships. This internship is a great opportunity to develop leadership, partnership, and organizational 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](mailto:nadia.deleon@wku.edu) before November 1st, 2011. Students may need to take part in an interview process if multiple qualified applicants apply.