



## Internship Position Announcement

# Office of Scholar Development

[www.wku.edu/osd](http://www.wku.edu/osd)

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**Contact** (for information about this specific internship):

*Dr. Melinda Grimsley-Smith* (Coordinator of International Scholarships), [osd@wku.edu](mailto:osd@wku.edu)

**Contact** (for information about the WKU Department of English's internship program):

*Dr. Angela Jones*, CH 115, [angela.jones@wku.edu](mailto:angela.jones@wku.edu)

For additional information about the internship program, see the Internship section of the English department's website: <http://www.wku.edu/english/internships>.

**Duration:** Intern(s) must be available throughout the semester to advise scholarship/internship applicants and will complete 8–12 hours/week at this placement.

**Qualifications:**

- Strong proofreading and editing skills.
- Interest in learning the genre of scholarship essays and related materials.
- Interest in mentoring students one-on-one.

**Responsibilities:**

Interns meet with fellow students (generally first- and second-years) and advise them on the content and form of application materials for nationally competitive summer internships.

- Maintain weekly office hours for student meetings. Office space is provided.
- Build knowledge of application requirements and funding agency priorities.
- Read and provide comments on applicant materials, with attention to large-scale (ideas) and small-scale (grammar/syntax/tone) components.

**Course credit options and application procedures:**

- Students who wish to earn 3 hours of course credit for one semester's placement (fall or spring) must submit an application to Dr. Jones, enroll in ENG 369, arrange internship responsibilities with Dr. Grimsley-Smith, and complete course requirements. \*
- Students who do not wish to earn course credit must contact Dr. Grimsley-Smith directly at the email address above to submit their applications.

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\* To review a syllabus for ENG 369, the internship course conducted through Blackboard and email, please see TopNet. Although Dr. Jones revises the syllabus each semester, the current one will provide an overview of the general course requirements.

## Internship Position Announcement

# Society for Values in Higher Education

[www.wku.svhe.org](http://www.wku.svhe.org)

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**Contact** (for information about this specific internship position):

*Ms. Sandy McAllister*, CH 313, [smcallister@svhe.org](mailto:smcallister@svhe.org)

See also the organization's website at <http://www.svhe.org/>

**Contact** (for information about the internship program):

*Dr. Angela Jones*, CH 115, [angela.jones@wku.edu](mailto:angela.jones@wku.edu)

For additional information about the internship program, see the Internship section of the English department's website: <http://www.wku.edu/english/internships>.

**Duration:** applicants for this placement must be available throughout the semester and will complete 8–12 hours per week.

**Qualifications:**

- Strong organizational skills.
- Solid understanding of standard written English grammar and punctuation.
- Interest in organizational branding.
- Proficiency in social media platforms (e.g., Facebook, Google+, LinkedIn).

**Responsibilities:**

- Help improve and standardize the organization's brand, particularly as represented in its marketing pieces.
- Develop promotional materials for the organization's projects.
- Enhance the organization's social media presence.
- Research grant opportunities and prepare brief synopses.
- Complete general office tasks (e.g., data entry) as needed.
- Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. \*

**Special Note:**

The SVHE office, located in Cherry Hall, has only one staff member. This is not a typical office environment. Also, the intern should be available between 10 a.m. and 2 p.m. Earlier or later on-site hours may be impossible to accommodate.

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