WKU ALIVE Center for Community Partnerships

Student Services Program Coordinator
Unpaid Internship (Graduate Studies Level)

WKU ALIVE Center for Community Partnerships is seeking a graduate level intern to work with our Bonner Leader program, Student Ambassadors of Service (SAS), and assist with student volunteer management. The graduate assistant will have lead role in the planning, coordinating and assessing student services at the ALIVE Center. In this role, the graduate student will work directly with ALIVE Center staff, WKU students, community leaders, and partnering WKU departments.

For the purpose of this job description, the ALIVE Center defines meaningful service as intentional interactions between campus and community through collaborative efforts that identify specific needs, support learning, and improve quality of life. Examples may include volunteer service, awareness and advocacy, fundraisers and drives, service-learning, and community-based research.

Responsibilities may include:

- Develop and maintain relationships with current and future Bonner Leaders and Student Ambassadors of Service.
- Coordinate and implement teambuilding activities for the Bonner Leader program and Student Ambassadors of Service.
- Assist with planning and implementing the Bonner Leader Orientation Week in coordination with WKU MASTER Plan activities.
- Assist with coordinating the fall retreat for the Student Ambassadors of Service.
- Research, identify, and implement a service reporting system.
- Assist with increasing awareness of meaningful service opportunities for students, the Bonner Leader program, and the Student Ambassadors of Service through speaking engagements and recruitment events.
- Coordinate personal and professional opportunities for students related to meaningful service.
- Create the Training and Enrichment Calendar for Bonner Leaders.
- Research and promote meaningful service opportunities.
- Develop campus and community partnerships for regional stewardship opportunities.
- Attend weekly Bonner Leader meetings and SAS meetings every other week.
- Assist with the planning and implementation of events such as Big Red’s Blitz, Project Affect, monthly Meaningful Acts of Service, and National Volunteer Week.
Desired Qualifications

- Ability to plan and organize work
- Ability to lead a team
- Ability to multi-task
- Ability to manage time effectively
- Self-motivated
- Excellent interpersonal skills
- The ability to handle confidential information appropriately
- Excellent writing skills
- Experience with program management
- Experience leading students
- Excellent oral presentation skills
- Positive attitude
- Experience with service-learning
- Experience with public service, community engagement, or volunteerism

Application Materials:
Those interested in this internship are asked to prepare a resume, cover letter, and availability schedule for the first semester you are applying for. Materials should be submitted via email to Aurelia Spaulding at aurelia.spaulding@wku.edu by date designated on the website at www.wku.edu/alive. Students meeting the desired qualifications may take part in an interview process if multiple applicants apply.

Time Allotted:
Minimum 15 hours a week is preferred for this internship. Students should refer to the graduate internship requirements for their academic department. The preferred time frame for this internship is a minimum one academic year.

Contact:
This position is supervised by Aurelia Spaulding, Communications & Marketing Coordinator and Bonner Leader Program Manager. Feel free to call 270-782-0082 if you have any questions regarding ALIVE CCP internships.