WESTERN KENTUCKY UNIVERSITY
ALIVE Center for Community Partnerships

Program Assistant Intern

Position Description
The Program Assistant for the WKU ALIVE Center for Community Partnerships serves as an assistant to the Community Engagement Coordinator and will serve as an additional point of contact for program support. This position is responsible for assisting with fielding phone calls, emails, and with the day-to-day operation of multiple programs that include, The $100 Solution™ service-learning program, The Hill House Graduate Assistantship program and ALIVE Center annual events. The Program Assistant will gain valuable experience working in a professional, office setting for a university.

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

- Develop an understanding of ALIVE CCP programs and events, as well as our center’s role in community engagement on our campus.
- Learn how to successfully plan and implement programs
- Learn about the intersection of higher education and meaningful service
- Build positive and supportive relationships with community partners, faculty, staff and students through collaborative programs
- Maintain administrative files for various programs
- Assist with the coordination and implementation of annual special events
- Promote opportunities for student engagement within the community and on campus
- Prepare written pieces for publications
- Assist with the program evaluation process
- Provide support to staff as needed
- Update program and contact records
- Work with our center’s service-learning and public scholarship initiatives and educational opportunities.
Bi-Weekly Status Reports
At the beginning of the internship, the intern will discuss goals and objectives for the semester with the Community Engagement Coordinator. Additionally, the intern will develop a timeline of what to accomplish throughout the semester. The intern will share updates on duties performed at weekly staff meetings with the Community Engagement Coordinator, submit a monthly reflection to ensure goals are met and share their thoughts on what they have learned, and what they would like to learn.

Expectations
- Good oral communications skills
- Excellent writing skills
- Ability to work with a team
- Positive attitude
- Relevant major, coursework, or experience
- Basic knowledge of Word, Excel, Publisher, and PowerPoint
- Experience with public service, community engagement, or volunteerism

Benefits of Internship
Student will complete the internship with valuable skills in the areas of public relations, event planning, community development, service-learning, and writing. This internship is a great opportunity to develop leadership and networking skills. Depending on the intern’s goals and background, valuable experience could also be gained in the areas of student affairs, educational administration, social work, and public administration. Most importantly, interns will enhance their formal job-placement skills, such as teamwork, communication, time-management, initiative, reporting, and accountability. **THIS IS AN UNPAID INTERNSHIP.**

Time Allotted Each Week
10 to 15 hours a week (depending on intern’s needs and availability). Internship lasts one semester, unless otherwise specified.

Please contact Lauren Cunningham, Community Engagement Coordinator at the WKU ALIVE Center to apply at lauren.cunningham@wku.edu or at 270-782-0966.