

CSP ASSISTANT TO THE CHAIR INTERNSHIP DESCRIPTION

Institution: Bowling Green State University

Location of Internship: HESA Office (330 Education)

Graduate Internship Title: Assistant to the Chair

Responsibilities:

1. Coordinate orientation activities for entering CSP students; serve as department leader for Graduate Student Orientation
2. Assist with advising issues; consult with faculty as appropriate. Serve as liaison to CSP 6890 instructors vis-à-vis advising issues. Update CSP 6890 course packs, CSP program guide, and CSP supervisor's manual.
3. Assist with CSP admissions process by serving as a member of the CSP admissions committee, revising admissions materials, coordinating mailings, and offering suggestions for improving the process.
4. Coordinate, plan and implement two rounds of interview days.
5. Assist with the writing, editing and publishing of two issues of the HESA newsletter that is distributed to program students, staff, alumni and friends.
6. Coordinate social, academic, cultural, recreational programming for CSP students; work with BGSDA and HIED students as appropriate. Assist with program-wide programs such as the convocation, spring banquet, the graduation reception, and conference receptions.
7. Serve as liaison between the program and the CSP student organization, BGSDA (Bowling Green Student Development Association).
8. Assist with program placement activities by assessing interests, disseminating resources and other information, and tracking the placement process for graduating students.
9. Collect, record, and interpret data relative to CSP students (entering class profile) and CSP internships (internship profiles).
10. Serve as a communications link between CSP students, CSP internship supervisors, CSP faculty, and other constituents.
11. Represent student interests and concerns at program meetings; serve as recording secretary (divide responsibilities with doctoral intern).
12. Assist the chair with program administrative tasks as assigned.

Preferred Qualifications:

1. Strong administrative and organizational skills.
2. Excellent interpersonal skills.
3. Ability to work autonomously.
4. Experience in planning large events.

Supervisor: Dr. Maureen E. Wilson, Chair, Department of Higher Education and Student Affairs

Time Commitment: 20 hours per week (1/2 time internship)

Time Off: Breaks between academic terms

Contract Dates: Summer 2012-Spring 2013

Remuneration: Stipend: \$8,786 for 2011-2012 academic year; \$2,197 for summer 2011 (2011-2012 rates)

Amenities: Office, Macintosh computer with Internet access; telephone; \$250 professional development support

Contact Person: Dr. Maureen E. Wilson 419-372-7321
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Application Deadline: December 16, 2011