

## POSITION ANNOUNCEMENT

### STUDENT INTERNSHIPS

**OUR MISSION:** The mission of Claremont Lincoln University is to be a place where students learn how to treat others as they would like to be treated. Students learn the skills necessary to understand differences among religions, governments, other organizations, and individuals; how to respect those differences; and how to cooperate and collaborate with those of different viewpoints to resolve problems between them peacefully without violence. Our students will integrate self-knowledge with critical perspectives and contemporary skills to create sustainable social change-how to implement the golden rule. Claremont Lincoln University embeds the golden rule in the Claremont Core<sup>®</sup> which teaches the skills of mindfulness, dialogue, collaboration, and change.

**THE POSITION(S):** CLU has a number of areas within which intern support is not only needed but can be very useful to anyone seeking experience in such areas as higher education administration, digital media design, special event coordination, clerical support, etc., whether you are an undergrad or graduate student. This is a list of projects and functions needing intern support during the Spring term. We can be flexible assigning a work schedule.

- A. New Program Development
  - 1. Research, writing, editing content
  - 2. Curriculum Lab coordination support
  - 3. Accreditation process support
- B. Special Event Support
  - 1. Spring Gathering Weekend
  - 2. Commencement
  - 3. Accreditation Site Visit
- C. Writing Lab/Faculty Onboarding Community/Teaching & Learning Assessment & Development
  - 1. Basic editing on Canvas
  - 2. Coordinate stakeholder feedback
  - 3. Research, writing, editing content
- D. Digital Media content
  - 1. Social media - *CLU Live!* content posting
  - 2. Editing forms and documents (editing, new logo, etc.)
  - 3. Interviewing and photography assistance
- E. Assessment
  - 1. Survey creation and management
  - 2. Data collection for Institutional Researcher

Compensation is **\$14.00 per hour** which will be subject to deductions for taxes and other withholdings as required by law or the policies of the University and paid in accordance with the University's biweekly payroll schedule via direct deposit.

**SKILLS AND ABILITIES REQUIRED TO FULFILL THIS ASSIGNMENT ARE:**

- An understanding of University's philosophy and mission;
- Exceptional oral, written and interpersonal communications skills;
- Demonstrated high level of effectiveness in different situations with varying people, tasks and responsibilities in culturally and religiously diverse environment;
- Demonstrated ability to take initiative and follow-through, attention to details and well organized;
- Demonstrated ability to implement and to teach others;
- Ability to collaborate well with University and other colleagues;
- Ability to achieve goals and adapt to changing priorities;
- A strong customer service orientation and positive, helpful attitude; and good decision-making skills; and
- High ethical standards and sound judgment.

**HOW TO APPLY:** Interested candidates should submit a cover letter and resume or CV to [hr@claremontlincoln.edu](mailto:hr@claremontlincoln.edu). Please set forth in your cover letter the times and days you are available to work. CLU is an Equal Opportunity Employer and embraces diversity as a critical step in ensuring employee, student and graduate success. We are committed to building and developing a diverse environment where a variety of ideas, cultures and perspectives can thrive.