



STUDENT SUCCESS

UNIVERSITY AT ALBANY

State University of New York

Student Success Graduate Internships

The Division of Student Success is accepting applications for the Student Success Graduate Internship program, in collaboration with UAlbany's Department of Educational Administration and Policy Studies.

Designed to introduce students to the field of student affairs and provide practical experience and an understanding of the functions of a Student Affairs Division, this internship will run for up to two full semesters and can be taken for credit through the Department of Educational Administration and Policy Studies. Graduate students concentrating in higher education administration are eligible to apply.

Complete descriptions of internship opportunities and application are available at www.albany.edu/studentaffairs.

Contact Dr. Michael N. Christakis in the Office of the Vice President for Student Success at (518) 956-8140 or email mchristakis@uamail.albany.edu with questions.

Sincerely,

Christine A. Bouchard
Interim Vice President for Student Success
University at Albany

PURPOSE & DESIGN:

To introduce students to the field of Student Affairs and to provide practical experience in some of the basic functions of a Student Affairs Division.

ELIGIBILITY:

Graduate students in good academic standing in the Educational Administration and Policy Studies program are eligible for the internship program. The Office of the Vice President for Student Success reviews each candidate on an individual basis and accepts applicants who demonstrate the potential to take full advantage of this program for a career in higher education. Candidates will interview with individual offices and/or Department heads as part of the placement process.

LENGTH OF SERVICE AND COMPENSATION:

- The internships will run for the academic year and can be taken for three (3) credits a semester for up to two consecutive semesters (a total of 6 credit hours).
- Students are required to serve in the office for 10-15 hours a week while classes are in session.
- Internships are not paid. Benefits include course credit, experiential learning, and professional development.

DESCRIPTION OF EXPERIENCE:

- Practical experience through project responsibilities including planning and implementation.
- Visitation and interviews with Student Affairs professionals.
- Observe operational procedures within various areas.

DESCRIPTION OF COURSE (EAPS 895):

- Provide an introduction to the purposes and policies of student affairs.
- Students will work through a practical focus on student field experiences and readings on current issues and events in higher education and participate actively in weekly discussions.
- Students will be expected to identify specific learning objectives for the course.
- Students will keep a regular journal of professional activities.
- Final presentation related to students' learning objectives will be required.

SUPERVISION:

- Supervisors will provide project based tasks for interns
- Supervisors will provide clear expectations of tasks and office standards
- Supervisors will evaluate interns and provide timely feedback
- Supervisors will provide feedback to internship liaison regarding program

RESPONSIBILITIES (*examples of possible duties*):

- Assist in the coordination of *Great Dane Beginnings* and other programs
- Collect information and data for publications
- Act as a liaison to specific student organizations (media, student government, cultural, academic and Greek) and Student Affairs
- Conduct an assessment/evaluation project related to Student Affairs
- Assist with the coordination of a student organization alliance/collaboration
- Facilitate a workshop and/or make a presentation on a pertinent issue in the Student Affairs field
- Work in Student Affairs office to gain first hand knowledge of an operation (i.e.: New Student Orientation).

APPLICATION:

To apply, send application, up to date resume, and list of three references to:

Dr. Michael N. Christakis
Assistant to the Vice President for Student Success
University Hall 206
1400 Washington Avenue
Albany, NY 12222

APPLICATION DEADLINE:

Applications are reviewed on a rolling basis and decisions rendered within four weeks of receipt of the completed application.



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UNIVERSITY AT ALBANY
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Graduate Internship OPPORTUNITIES

UNIVERSITY PARENT PROGRAM

Supervisor: **Holly Barker-Flynn**
University Parent Liaison

Email: hbarker@uamail.albany.edu *Phone:* 518.442.5875

Responsibilities include:

- Keep abreast of the changing trends in higher education as it relates to parents.
- Review other campus Parents Programs to identify best practices and assist in the implementation of best practices at UAlbany.
- Join the NASPA Parent and Family Relations Knowledge Community, monitor and contribute to the NASPA Knowledge Community blog.
- Monitor hot trends as part of College Parents of America.
- Assessment of Parents Program: coordinate the survey of parent satisfaction.
- Assist with the coordination of Parents Activities: Parents weekend events, coordinate speakers for Parents Council Meetings.
- Attend committee meetings: Homecoming/ Parents Weekend, Commencement, University Auxiliary Services dining, etc.

CAREER SERVICES

Supervisor: **Marie Rabideau**
Associate Director

Email: mrabideau@uamail.albany.edu *Phone:* 518.437.4900

Responsibilities include:

- Collaborate with staff regarding programming and services.
- Present information sessions for our On-Campus Recruiting (OCR) Program.
- Represent the office as guest speakers to ECPY120 and 204 classes.
- Present other career-related workshops, if interested.
- Coordinate several events, such as: *Resume Critique Day*, which involves employers critiquing student resumes in our office; *Mock Interview Day*, which also involves employer participation; *Munch & Learn Series*, where guests are invited individually to speak about their careers and the path that led them there (i.e., Event Planner); *A career-panel on a specific topic* (i.e., Career Opportunities in Federal Government).
- Outreach and publicity for events under the responsibility of the intern, as well as assisting with outreach for the office in general. Such events include workshops, seminars, panel discussions, career fairs, etc.
- Posting internship and/or teaching positions on MonsterTRAK, the job/internship database accessed by students and alumni registered with Career Services.
- Providing Drop-In services for students as schedule allows, including resume and cover letter critiques, assistance with graduate school application essays, and other career-related concerns.
- Conducting mock interviews with students (half-hour in length).
- Assisting with miscellaneous projects, as needed (i.e., career research on a particular topic).
- Shadowing counselors during career counseling sessions, if interested.

UNIVERSITY HEALTH CENTER

Supervisor: **Bobbie Englisbe**
Director of Administration

Email: benglisbe@uamail.albany.edu *Phone:* 518.442.5460

Responsibilities include:

- Assist the administrative director in assessing, evaluating, coordinating and implementing the change process related to the administrative tasks of the health center as the center moves into its new facility.
- Evaluate the compliance standards of the approving regulatory body of the health center (Accreditation Association for Ambulatory Health Care, INC, AAAHC) with current policy and procedures, assess gaps, evaluate clarity of written policy and make recommendations for changes.
- Research topics and provide written summary as assigned (e.g., accepted clinical practice guidelines for specific disease management, benchmarks for quality assurance for clinical issues or work processes to determine "best practices", etc).

- Collaborate with the Office of the Vice President for Student Success in Risk Management and Emergency Response planning. Review the health center's education and protocols for compliance to UAlbany, Environmental Health and Science regulations and OSHA requirements.
- Review and evaluate current orientation documents for new staff and update matrix of expiring health care staff credentials to ensure compliance with AAAHC standards.
- Data collection and participation in quality improvement audits and projects as assigned.
- Additional duties as projects evolve.

☐ CONFLICT RESOLUTION & CIVIC RESPONSIBILITY (Judicial Affairs)

Supervisor(s): **Clarence McNeill**
Assistant Vice President

Email: cmcneill@uamail.albany.edu *Phone:* 518.442.5501

- Facilitation of focus groups to gauge UAlbany student's definition of civic responsibility (this also involves the establishment & defining of questions to be asked & assessment tools).
- A candid review of the "language" in the existing Community Rights & Responsibilities.
- Conduct "hands-on" assessment of the University Community Accountability Board (UCAB) process, by participating as a facilitator and conducting post-UCAB interviews w/participants.
- Provide a 3rd party review of the existing office data flow and make recommendations to improve efficiency.

☐ STUDENT INVOLVEMENT & LEADERSHIP – Traditions and Pride

Supervisor(s): **Jennifer Anderson**
Associate Director of Student Involvement & Leadership

Email: janderson@uamail.albany.edu *Phone:* 518.442.5566

Responsibilities include:

- Assist with planning and executing of traditional and major events sponsored by the Office including but not limited to: Fountain Day, Welcome Candle lighting Ceremony & Opening Weekend, and Homecoming.
- Generate PR to promote pride in UA on campus: flyers, brochures, promotional items etc.
- Serve on the spirit committee.

☐ STUDENT INVOLVEMENT & LEADERSHIP – Leadership Development

Supervisor(s): **Michael Jaromin**
Director of Student Involvement & Leadership

Email: mjaromin@uamail.albany.edu *Phone:* 518.442.5566

Responsibilities include:

- Assist with planning and executing of student organization leadership retreat.
- Assist in coordination of emerging leader program.
- Assist in promotion of and execution of programs on the low ropes course.
- Generate PR to promote student leaders on campus: flyers, brochures, promotional items etc.
- Assist in recommending and executing a leadership development workshop series.

☐ MULTICULTURAL STUDENT SUCCESS – MULTICULTURAL PROGRAMMING

Supervisor: **D. Ekow King**
Director, Multicultural Student Success

Email: dking@uamail.albany.edu *Phone:* 518.442.5566

Responsibilities include:

- Assist the director in providing guidance and support to the recognized cultural student organizations.
- Attend monthly Multicultural Student Advisory Committee (MSAC) meetings.
- Support Retention Programs and Services including Harambee Circle Retention Program, CHARGE Multicultural Program and assist in organizing recognition programs, i.e. Spellman Awards.
- Support Cultural Awareness and Reaffirmation programs by assisting in organizing Dr. Martin Luther King Luncheon and by organizing other educational programs and workshops
- Assist in organizing the Multicultural Student Advisory Committee (MSAC) Leadership development retreat (Fall and Spring)

□ **STUDENT INVOLVEMENT & LEADERSHIP – DANES AFTER DARK PROGRAMMING**

Supervisor(s): **Pamela Malatesta**
Assistant Director of Student Involvement and Leadership

Email: pmalatesta@uamail.albany.edu *Phone:* **518.442.5566**

Responsibilities include:

- Assist with program planning related to Danes After Dark, late night programming for students on weekend nights.
- Coordinate and maintain the schedule of Co-Sponsored Danes After Dark events.
- Responsible for updating the Danes After Dark website and Facebook page.
- Generate PR to promote Danes After Dark including: flyers, brochures, promotional items etc.
- Assist in the selection, training and supervision of the undergraduate student staff.



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Graduate Internship APPLICATION

Name _____ Student ID Number _____

Phone _____ Email Address _____

Mailing Address _____

Permanent Address _____ Fax _____

Bachelor's Degree From _____ Major _____ Year _____

Current Degree Concentration _____ No. of years completed in program _____

Department Advisor _____

Student Status : U.S. Citizen U.S. Resident Foreign Student (F1 Visa) Other _____

PLEASE SELECT UP TO THREE (3) INTERNSHIPS YOU ARE INTERESTED IN:

Rate each opportunity from one (1) to three (3), with one (1) being the opportunity you are most interested in.

<input type="checkbox"/> Career Services <input type="checkbox"/> Health Center <input type="checkbox"/> Parent Program <input type="checkbox"/> Danes After Dark <input type="checkbox"/> Multicultural Programming <input type="checkbox"/> Student Involvement Leadership Development <input type="checkbox"/> Conflict Resolution & Civic Responsibility <input type="checkbox"/> Student Involvement Traditions & Pride
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SUBMIT ONE COPY OF THE FOLLOWING MATERIALS IN THE FOLLOWING ORDER:

This application, an up to date resume, and a list of three references.

SUBMIT APPLICATIONS TO: Michael N. Christakis, Ph.D., Assistant to the Vice President for Student Success
 University Hall 206, 1400 Washington Avenue, Albany, NY 12222

For Office Use Only	
<i>This is to certify that the above-referenced student is enrolled in a graduate program through the Department of Educational Administration and Policy Studies at the University at Albany for the current academic year and is hereby authorized to participate in the Student Success Graduate Internship Program, and will register for EAPS 895 if selected.</i>	
_____ Authorized Signature	_____ Date