

OSWS Summer Intern Job Description

Intern primary duties in the summer will consist of helping the Office of Summer and Winter Sessions professional staff to implement summer programming initiatives, involving Summer College for High School (SMHS) and New Beginners (Early Start (ES)).

Interns will need to be available June 16 – August 10

Required Duties:

- Assist with SMHS check-in Sunday afternoons and check-out Friday morning and afternoon
- Delivering/returning SMHS evening program supplies (Monday – Thursday)
- Assist with New Beginners orientation weekend (July 12 & 13)
- Front desk morning and/or afternoon desk shift
- Complete assigned summer project

Summer Projects:

- Assist with talent show auditions/event
- Wednesday evening ES Learning Community Events
- Event photo/video recording
- TA for GS 12000 (residential Monday – Thursday 4:30-5:20 and online section)
- Winter Session Communication and Promotion

Requirements

- Complete required Webcerts
- Enroll and complete 6-9 summer credit hours of online or on-campus coursework from Purdue University (West Lafayette or Indianapolis)
- Timely communication with programming staff
- Be responsive to additional requests from supervisor

Qualifications:

- Currently enrolled Purdue University (West Lafayette or Indianapolis) undergraduate
- Cumulative GPA of 2.0 or higher
- Be in good academic and student conduct standing

Preferred:

Students with experience working with summer campus, diverse populations, leadership positions, or volunteer service.

Benefits:

- Interns will also gain valuable leadership experience
- Enhanced communication and interpersonal skill development
- Scholarship award up to \$3,500 (up to \$2,500 towards tuition and up to \$1,000 towards on-campus housing)