**2016-2017 Student Life and Learning Shaffer Internship Positions**

Shaffer Interns are involved in supporting projects, events, and initiatives that promote the tradition of student involvement at Indiana University. Interns work closely with staff in Student Life and Learning and participate in leadership development training. Additionally, interns have the opportunity to work and support one another throughout the year. Shaffer Interns exercise their own creativity and autonomy in their internship projects. Interns work five hours per week, receive a stipend of $500 a semester, and are eligible to register for credit through the School of Education and LEAD IU, EDUC U208 Training for Paraprofessionals.

Below are all of the position openings for the 2016-2017 academic year. Résumés and cover letters are due **April 15th, 2016, at 5 p.m.**, and they should emailed to LEADIU@indiana.edu or delivered in person at the Student Life and Learning office. Any questions can be answered by emailing or visiting the office.

**The Student Involvement Fair (SIF) (1 Position)-**
The Student Involvement Fair is an annual event taking place in the first few weeks of the Fall semester. Over 750 student organizations, IU departments and community agencies participate in the event which attracts over 10,000 students who are looking to become involved on and off campus. The SIF Shaffer Intern coordinates and facilitates student committee meetings, fair advertising and promotion to the student population, outreach to student organizations, campus departments and local non-profits that table at the Fair and, on-site support at the Fair. This is a great opportunity to work with staff from various IU departments as well as build connections across campus. You will utilize and strengthen communication, time management and leadership skills as well.

**Student Organization Shaffer Intern**
IU Bloomington is proud to work with over 750 student organizations on our campus. Support for these organizations can run from assisting them with our online involvement platform, beINvolved, to coordinating programs and resources to aid their activities, to recognizing their accomplishments at the Student Organization Awards. The Student Organization Shaffer Intern will work closely with our campus partners, assist in the development and implementation of workshops and marketing campaigns, as well as be on call for presentations. In the spring semester, the Student Organization Shaffer Intern will serve as the primary support for the Student Organization Awards Celebration. The Intern will focus on the logistics of the event, such as booking the location, creating the guest list, and determining décor for the event. He/she is also involve in the award application process. This position requires a student who is creative, is willing to take initiative, loves details, possesses good organizational skills, and has strong written and verbal communication skills.

**Hoosier LeaderShape**
Hoosier Leadershape Shaffer Intern will engage in the planning, marketing, and recruitment of student participants for the LeaderShape Institute. The LeaderShape Institute is a week-long intensive leadership program to be held at Bradford Woods. Interested applicants should have a passion for leadership development, be detail oriented, and have experience in planning and marketing. Interested applicants will be involved in presentations, involvement fair representation, and other events to promote the Hoosier Leadership Program. It is required that this position are on-site for the institute (March 11-17, 2017- Spring Break)
Greek Community Educational Programming (2 Positions)-
The Greek Education Shaffer Interns will engage in the planning, design, and assessment of education programs for the community (IFC, NCGC, NPHC, PHA). These positions include events for specific officers, general members, and council leaders. Interested applicants should have a passion for leadership development, be detail oriented, and have knowledge of issues and needs for the community.

Greek Awards and Assessment Program (GAAP) (1 Position)-
The Greek Awards and Assessment Program Shaffer Intern will engage in the planning, implementation, and assessment for the greek community. In the spring semester, the intern will serve as the primary support for the Greek Awards Celebration. The intern will focus on the logistics of the event including preparing awards, scripting the event, working with various campus partners and community members. Interested applicants should be detail oriented, creative, have strong written and verbal communication skills, and be able to handle multiple tasks at one time.

Diversity/Inclusion
The Diversity & Inclusion Shaffer Intern will help develop, implement, and assess programs that promote diversity and inclusion for student organizations. This position will support greater cultural understanding and awareness on campus by assisting in creating topics for dialogue about diversity and inclusion during SLL’s “DINE” Series. This position would also help schedule workshops with student organizations to enhance their efforts and knowledge of diversity and inclusion.

Hoosier Alternative Breaks
The Hoosier Alternative Breaks (HAB) Shaffer Intern would be responsible for working with SLL staff to implement all aspects of the HAB program. Particular duties would include assisting with planning and running the HAB Fair in September and assisting with trainings throughout the year. Additionally, the HAB Shaffer Intern would be responsible for coordinating the HAB Student Advisory Board, including the recruitment of student organization leaders, facilitating bi-monthly meetings, and registering the group as a student organization. Other responsibilities may include assisting with assessment and social media marketing. Preference may be given to students that have participated in an alternative break program and/or have shown a strong commitment to service.

Hoosier Service Leaders
The Hoosier Service Leaders scholarship program will be comprised of 14 first-year students that serve with local nonprofit agencies. The HSL Shaffer Intern would serve as a mentor for these students, assisting them with their transition to IU, the Bloomington community, and being part of the scholarship program. Additional duties include serving with a local nonprofit agency for 3-5 hours/week for the academic year and attending all HSL meetings. Preference will be given to students that have previously participated in the Hoosier Service Leaders program (i.e. Community Service Leaders) and have strong leadership experience.