

Northern Illinois University

**M.S.Ed. of Higher Education and Student Affairs Internship
Opportunity**

Internship Title: Center For Student Assistance

Institution: **Northern Illinois University**

Location/Office: Peters Campus Life Building Room 150

Internship Period: FALL SPRING SUMMER -x

Credit Hours Required: 120 clock hours for 3 credit hours

Supervisor: **Jeffrey Salmon**

Supervisor's Degree: BA, MA, MsEd, Ed.D

Years of Professional Experience: 11

Internship Description: (Please provide an overview and primary responsibilities of the internship)

A successful intern will help execute the responsibilities of Center for Student Assistance. The CSA is part of the Division of Student Affairs and is expected assist the division and university in a variety of ways that foster the goals of persistence and retention of its students. The CSA is front-serving holistic student resource office. Duties include but are not limited to student advocacy and care support, assisting students navigate campus resources, office summer orientation support efforts, peer academic coaching and mentoring, as well as further development of the office. It is expected that the person in this position will be able to manage CSA responsibilities and perform the necessary duties with some independence. Important characteristics required for this position are self-initiative, ability to multitask, strong customer service skills, equity mindset and good judgment. The Intern will also have specific duties as assigned by the Director as well as assist with day-to-day operations, and strategic planning for next academic year.

Outcomes/ Experiences: (Please list several experiential learning outcomes that will be achieved throughout this internship)

- 1) Build a campus-wide marketing initiative to increase awareness of the Huskie Food Pantry and its operations to help destigmatize addressing food insecurity.
- 2) Assess our Huskie Food Pantry Data (data provided) and make recommendations to better support our unique populations (International, Off-Campus, Students with Families, Graduate students etc). Identify and assist with outreach to campus partners that will help the pantry be better connected to the university in supporting these populations.
- 3) Review and enhance all CSA related survey questions and implementation.

Qualifications / Requirements: (Please list desired qualifications and skills for internship)

- Completed a minimum of one semester of academic coursework in NIU HESA program.
- Strong customer service skills.
- Demonstrated commitment to diversity, equity, inclusion, and access.
- Problem solving skills, with the ability to determine needs, address issues, and manage change effectively.
- Ability to work within a team environment, contribute to development of the department, and demonstrate initiative and enthusiasm.
- Excellent verbal and written communication skills are essential.

Hours/Scheduling: (Please provide a typical schedule and time of day internship will occur)

- During the summer, the CSA is open Monday-Friday, 8 a.m. – 4:30 p.m.
- Can be flexible developing weekly work schedule for the summer session.

Application Process (Applicants will submit a cover letter, resume and three references, please provide the contact

name, phone number and e-mail address)

Name: Jeffrey Salmon

Phone Number:

815-753-0100

E-mail:

Jsalmon1@niu.edu