



## **2018-2019 STUDENT LIFE INTERN POSITIONS**

*(Roles are briefly described according to area)*

### **RESIDENCE LIFE & HOUSING POSITIONS:**

#### Resident Advisor

A Resident Advisor promotes a healthy living learning culture focused on serving students under the direction of the Residence Director for one of each of our three living areas. The RA role includes:

- Create and maintain a vital Christ centered environment that seeks the spiritual, social, physical and academic thriving of their residents
- Plan, implement, and advertise programs and events that promote the engagement of all residents
- Uphold WJU Residence Life, Housing and Student Handbook standards
- Have and maintain a personal relationship with Jesus Christ
- Responsible for weekly RA team meetings, wing meetings, hall rounds, on-call night and weekend rotations, leadership trainings before and during each semester, and opening and closing halls at beginning and end of each year and during certain holidays.
- Complete incident and student care reports in an honest and timely manner
- Commit to 20 hours per week in the RA role, adjusting outside work & extracurricular activities to insure all RA responsibilities are met

### **STUDENT CARE POSITIONS:**

#### Student Care Intern

- Serve as an advocate of wellness and student care to the student body
- Help develop and run programs that educate and empower the community to engage in wellness and care issues (ex. Cycle for Hope, Wellness Week)
- Assist the Director of Student Care in researching current wellness and mental health topics and assess campus climate
- Create multimedia educational materials (videos, social media content, educational passive programming)

## **COMMUNITY LIFE ACTIVITIES BOARD (C'LAB) POSITIONS:**

### **Community Life Intern - Commuter Life**

- Plan events for commuter students
- Engage with other commuters and help them feel a sense of home and belonging.

### **Community Life Intern - Intramurals**

- Assist in promoting and creating the intramural leagues (i.e. volleyball, dodgeball, flag football, etc).
- Be present for intramural game nights
- Hire referees for each league
- Effectively cultivate a competitive, Christ-centered environment

### **Community Life Intern - Student Activities**

- Plan and execute exciting events on campus including, but not limited to: Week of Welcome, Warrior Madness, Fall Fest, To the Nines, and Airband
- Create new events open to the entire campus that promote community, inclusion, and fun
- Develop creative ways to promote the events you are creating

## **JESSUP ORIENTATION AND TRANSITIONS (JOT) POSITIONS:**

### **JOT Intern- First Year Programs**

- Assist in the recruiting, training and supervision of JOT staff
- Assist in the research, development, and implementation of Discover program and other First Year transition programs and events
- Help provide oversight of and manage logistics for Discover groups
- Serve as Fall and Spring Orientation staff by developing and implementing activities, workshops etc. bringing attention to the needs of First Year Freshmen students

### **JOT Staff- First Year Captain (FYC)**

- Act as Fall & Spring Orientation weekend staff by implementing, creating, and leading activities
- Assist in the training and supervision of JOT Discover Ambassadors
- Prepare weekly lesson plans and discussion activities that incorporate spiritual formation, the course textbook, and introduce Jessup culture and resources
- Assist new students as they transition into the WJU community
- Serve as a small group leader for an assigned group of new students

### **JOT Staff- Discover Ambassador (Fall semester only)**

- Act as Fall Orientation staff by implementing and facilitating activities, workshops etc.
- Serve as a weekly small group leader and peer mentor for an assigned group of new students in the Discover program
- Assist new students as they transition into the WJU community

## JOT Intern- Transfer Programs

- Assist in the recruiting, training and supervision of JOT staff
- Assist in the research, development, and implementation of Transfer transition programs and events
- Provide oversight of and manage logistics for Discover groups
- Serve as Fall and Spring Orientation staff by developing and implementing activities, workshops etc. bringing attention to the needs of transfer students

## JOT Intern- Orientation Programs

- Assist in the recruiting, training and supervision of JOT staff
- Assist in the research, development, and implementation of Orientation weekend and Online Orientation transition programs and events.
- Manage logistics and marketing/communication of Orientation weekend and online orientation as it pertains to new student needs
- Serve as Fall and Spring Orientation staff by coordinating logistics, scheduling, as well as contributing to the development and implementation of activities, workshops etc.

## JOT Intern- Sophomore Programs \*Proposed\*

- Assist in the recruiting, training and supervision of JOT staff
- Assist in the research, development, and implementation of Sophomore transition programs and events.
- Serve as Fall and Spring Orientation staff by developing and implementing activities, workshops etc. bringing attention to the needs of sophomores and sophomore transfer students

## ISP Events Intern \*Proposed\*

- Spearhead the creation of domestic experiences, cultural programming and events for international students and the campus community
- Assist the ISP Intern with the planning and implementation of International Student Orientation

## ISP Intern

- Help create and implement Fall and Spring International Student Orientation
- Assist in the training and supervision of ISP Events Intern and ISA staff
- Lead an International Discover Group in Fall and Spring Semesters
- Assist in the research, development, and implementation of International student programs and activities.

## ISP Staff- International Student Ambassador (ISA)

- Assist in the implementation of local & cultural programming events strictly for international students
- Intentionally connect with all assigned students at least once per week to offer academic, social, and cultural support (meals, errands, study groups, one-on-ones, etc.)
- Foster a campus community of cultural sensitivity and acceptance
- Attend at least one California exploration trip (examples: San Francisco, Yosemite, Lake Tahoe, Disneyland/LA)

## STUDENT GOVERNMENT

### Student Officers and Class Representatives

Be the change on this campus - represent your peers on Student Government by assuming a role within our types of positions:

- Officers: President, Vice President, and Business Manager
- \*Representatives: Freshman (FA 18), Sophomore, Junior, Senior, and Off-Campus

## CAMPUS MINISTRIES POSITIONS:

### Outreach Intern - Global

- Be a part of creating a Great Commission culture on campus
- Assist in the selection, training and sending of Jessup's Global Outreach Teams, including: Field partnership selection, team recruitment, interviews, team placement, team training, logistics, finance tracking, etc.
- Plan and facilitate Global Outreach events, including: Global Outreach Celebration Chapel, Meet Your Team Night, Weekly Global Outreach team training, Global Outreach Retreat
- Have the opportunity to serve as a student leader for a 2019 Global Outreach team

### Outreach Intern - Local

- Connect Jessup students with tangible ways to serve others in our community
- Create & foster healthy professional relationships with Jessup's local outreach partners
- Plan Serve Saturday opportunities for different departments on campus
- Create ways to promote Local Outreach events to the Jessup student body
- Schedule Local Outreach dates and times with Jessup's local outreach partners
- Lead at least two monthly Local Outreach events

### Campus Ministry Systems Intern

- Assist the Campus Pastor in building and running systems to support the whole of Campus Ministries
- Coordinate with scheduled Chapel speakers for travel, contracts and visit details
- Assist with preparation, promotion and planning of Chapel services and Campus Ministry events
- Assist Campus Pastor with budget tracking, program building, and cross departmental partnerships

### Chapel Communications Intern

- Organize communications for live and video announcements for all Chapels
- Manage Jessup-wide requests for promotions and schedule them according to priority
- Oversee the creation of the Jessup Weekly Update announcement video in partnership with Media Services department
- Create and manage digital signage for Chapel speakers and ministry opportunities

## Spiritual Formation Systems Intern

- Assist in the oversight and championing of Chapel and Spiritual Life programming.
- Partner with Campus Ministries staff to provide support for Chapel communications, attendance, and petitions
- Track trends, needs, and issues within the Spiritual Life and Chapel programs to create positive participation across the student body

## Men's Discipleship Intern

- Champion the spiritual growth of men in our student body
- Collaborate with other areas and departments of campus to ensure that men are connecting with one another toward deep and meaningful relationships
- Meet with men on campus to support them in their personal and spiritual lives and raise up others to do likewise
- Create opportunities and environments to inspire men toward maturity in Christ

## Women's Discipleship Intern

- Champion the spiritual growth of women in our student body
- Collaborate with other areas and departments of campus to ensure that women are connecting with one another toward deep and meaningful relationships
- Meet with women on campus to support them in their personal and spiritual lives
- Create opportunities and environments to inspire men toward maturity in Christ

## Morning Chapel Program Intern

- Cultivate a culture of engagement and transformation in our student body
- Assist in the planning and execution of Wednesday and Friday chapels
- Raise up and lead teams of volunteers to help chapel run smoothly each week
- Communicate key information to students via live announcements and videos
- Meet with students for guidance and support as they grow closer to Christ

## Morning Chapel Worship Intern

- Cultivate a culture of creative and authentic worship in our student body
- Assist in the planning and execution of Wednesday and Friday chapel services
- Lead worship for morning chapel 1-2 times per week with a team
- Recruit, schedule, and train worship teams to lead students each week
- Work with WJU staff to coordinate rehearsal and media needs for chapel

## Morning Chapel Worship Intern Alternate

- Cultivate a culture of creative and authentic worship in our student body
- Assist in the planning and execution of Wednesday and Friday chapel services
- Lead worship for morning chapel 1-2 times per week with a team
- Recruit, schedule, and train worship teams to lead students each week
- Work with WJU staff to coordinate rehearsal and media needs for chapel

### Morning Chapel Welcome Team Intern

- Oversee Morning Chapel welcome program
- Recruit and train volunteer team to create and welcoming environment
- Ensure Chapel policies are enforced as people enter and exit Chapel

### Evening Chapel Intern

- Cultivate a culture of creative and authentic worship in our student body
- Assist in the planning and execution of Monday night chapels
- Recruit, schedule, and train worship and media teams to lead each week
- Work with WJU staff to coordinate rehearsal and media needs for evening chapel

### Evening Chapel Worship Intern

- Cultivate a culture of creative and authentic worship in our student body
- Assist in the planning and execution of Monday Night Chapel services
- Recruit, schedule, and train worship teams to lead students each week
- Lead worship once a week for Evening Chapel with a team of musicians
- Work with WJU staff to coordinate rehearsal and media needs for chapel

### Evening Chapel Welcome Team Intern

- Oversee Evening Chapel welcome program
- Recruit and train volunteer team to create and welcoming environment
- Ensure Chapel policies are enforced as people enter and exit Chapel

---

### **\*\*\*Student Life Intern requirements for all roles\*\*\***

- *Participate in mandatory Student Intern training two weeks prior to the start of fall semester and one week prior to the start of spring semester*
- *Attend mandatory Student Leadership Seminar every other week on Tuesday afternoons from 4pm-5pm*
- *Student Leadership Conduct agreement to uphold Jessup's Community Covenant as well as additional expectations for leaders including abstinence from alcohol and tobacco for the entirety of the internship*
- *Further requirements are outlined in each position intern role description*

**For more information, please visit Student Life,  
email [studentlife@jessup.edu](mailto:studentlife@jessup.edu),  
or text "WJULEADERSHIP" to 51400**