

SPECIAL PROJECTS INTERNSHIP

DIVISION OF STUDENT AFFAIRS (DSA)

<http://web.csulb.edu/divisions/students/>

Fall 2022

JOB DESCRIPTION



The Division of Student Affairs (DSA) at CSULB supports the holistic development of students to enter, progress through, and graduate from the university by providing programs and services and utilizing high-impact practices that encourage access and retention, health and wellness, and engagement for all students. Through these core efforts, the Division promotes inclusive excellence to remove barriers, cultivate the well-being of students, and provide co-curricular learning opportunities for student engagement.

The DSA Director of Special Projects and DSA Director of Communications is seeking an Intern for Fall 2022. The internship is intended for students to gain real-life experience creating, designing, and editing visual and written content for a major university area with 40 different departments. Collateral created by these interns will be viewed by 40,000+ students and thousands of faculty/staff members. Interns will work mostly independently with some direction from the Director of Special Projects and Director of Communications.

This position begins in **August** (specific date to be arranged after candidate selection)and the Intern will work both remotely and in-person. Students must be enrolled in a CLA department internship course. This internship is paid and participants will enroll in an internship class to receive academic credit for their internship. **Pay: $15.00/hour for up to 15 hours per week**.

DUTIES & RESPONSIBILITIES



**Special Project Internship (1 student ~ 15 hrs./week)**

Responsibilities

* Meets with the Director of Special Projects/Director of Communications daily to schedule work assignments and project mapping
* Assist with the creation, design, and development of visual media including reports with photos and information graphics, icons, printed materials, and brochures
* Assists with drafting communications and messages for students, faculty, and staff
* Assists with drafting scripts for video recordings and speeches
* Assists with basic data analysis and data entry
* Assists with writing documents/reports and transforming them into aesthetically dynamic materials for viewing by different stakeholder groups
* Assists in developing, writing, and presenting comprehensive statistical and narrative reports
* Assists in distributing and communicating division-wide strategic plans with departments and student stakeholder groups
* Attends meetings and assists with coordination and logistics for campus events as necessary
* Generates ideas and feedback for student programs and initiatives

QUALIFICATIONS/ SKILLS REQUIRED



* Must be a CSULB student in good standing and be enrolled in a CLA department internship program for Fall 2022
* 1 year of experience using designing applications and photo editing applications, techniques, and procedures (ex: Canva)
* Have working knowledge of computer programs, such as Zoom, Teams, Qualtrics, Microsoft Word, Power Point, Excel, and Outlook email
* Previous experience with gathering analytical data, compiling information, and preparing reports for presentation
* A strong understanding of typography, color theory, and composition
* Can effectively and efficiently work in remote environment where work is mostly independent
* Strong attention to detail, ability to follow instructions and meet deadlines
* Able to work efficiently in a fast-paced work environment with changing priorities and quick turn-around times
* Effectively organizes resources and establishes priorities
* Ability to effectively manage time and schedules
* Team player with a positive attitude
* Effectively communicates with professional staff verbally and in written form
* Ability to work with diverse populations and utilize strong customer service skills
* Ability to maintain confidentiality

APPLICATION INSTRUCTIONS



Submit resume and cover letter to Michelle Chang, [michelle.chang@csulb.edu](mailto:michelle.chang@csulb.edu) with the subject line “DSA Special Projects Intern”

**Apply by May 20th**

If you have any questions, contact Michelle Chang [michelle.chang@csulb.edu](mailto:michelle.chang@csulb.edu)