

Dean of Students Summer Internship

The Dean of Students Office is a functional area within the Student Affairs Division. Under the leadership of the Associate Vice Provost and Dean of Students, this office seeks to:

- Provide a student-centered, co-curricular environment that enhances the academic mission of the University;
- Encourage students to be better citizens, dynamic leaders, and individuals who are guided by integrity;
- Challenge students to broaden their world view in a campus culture that respects individual differences, expand their horizons and to make healthy and ethical decisions;
- Partner with students, their families, faculty, staff and alumni to assist in the development and transformation of student;
- Constantly improve professional knowledge and skills to provide an optimum and praise-worthy environment for students.

The Dean of Students Office departments collectively embrace the following aspirational core values:

Collaboration: We exhibit a willingness to cross boundaries and create partnerships in order to strengthen our efforts. We seek knowledge about each other's roles and responsibilities in order to collaborate effectively. We build positive and empathetic relationships and partnerships with our local and global communities.

Integrity: We contribute to an environment of honesty, truth, and respect for self and others, and we hold each other accountable to such standards. We respect the confidential nature of many aspects of our work and commit to maintaining confidentiality when appropriate and necessary.

Commitment to Quality: We comport ourselves in a professional manner. We embrace change and seek to continually improve. We strive to demonstrate positive leadership skills in all settings and effectively communicate in all forms. Professional and personal development is valued, expected, and continuously encouraged. We are pro-active and visionary in our planning efforts. We work hard, work smart, and work intentionally. We take pride in our work and our accomplishments. We challenge each other and our students to reach their potential while providing a caring and supportive environment.

Personal and Professional Balance: We constantly learn, enjoy, and make the most of each day and its experiences. We approach our roles with enthusiasm. We discover or learn something every day. We take pride in the outcomes of our efforts. We are cognizant of the fact that we are role models and mentors. Our actions demonstrate a value for the whole person and wellness.

Fostering a Diverse Environment: We seek to learn from, listen to, and understand the experience of individuals who differ from ourselves, in all aspects. We continually ask the question, "What voice(s) may be missing from this discussion?" We respect individual differences and commonalities and realize there is great value in a multicultural community. We actively seek to expose ourselves and our students to the value of a diverse environment, with diversity being defined in its broadest sense. We actively seek to compose our staff of individuals from a diverse range of backgrounds and experiences.

Holistic Student Development: We serve as advocates for students while empowering them to assume responsibility for their own experiences. We challenge students to achieve their full potential, academically and personally, and support them in their endeavors to do so. We cultivate the learning and practicing of life skills and encourage students to strive for healthy balance in their lives. We teach students to effectively manage life transitions. We encourage students to be civically engaged with their surrounding communities. We expect students to think openly and globally. We assist students in developing leadership skills for life.

Dean of Students Summer Intern Responsibilities

Under the supervision of the Director of Planning & Assessment, Jess Manno, the intern will work for 11 weeks, between May 26, 2014 and August 8, 2014 and will perform the following responsibilities:

- Work approximately 20 hours/per week to assist in the ongoing efforts of the Dean of Students Office;
- Schedule and meet with the Vice Provost for Student Affairs, the Dean of Students Leadership Team, and selected Dean of Students Staff members based on future intern interest areas;
- Administratively support and assist with annual summer projects (DOS strategic plan compiling, academic support file purging, updating DOS handbook, sending Dean's List certificates, etc.);
- Monitor, update and expand the reach of the DOS social media platforms with information relevant to students at Lehigh during the summer months;
- Work with identified offices within the Dean of Students department on a variety of assorted projects to support the overall efforts of the department and the summer needs of the individual areas within the Dean of Students area;
- Specific projects will be determined and identified throughout the spring semester through a combination of departmental needs and intern interest and skill areas;
- Other duties as assigned.

Internship Provisions

The selected Intern shall be provided the following:

A stipend of approximately \$2400 (\$10/hour)