

James Bell

Internship in Student Affairs

The Division of Student Affairs invites Cal Poly Pomona undergraduate and graduate students to apply for the **James Bell Internship in Student Affairs** for the 2006-07 academic year. The internship requires an average of 20 hours per week in one of the offices in the Division of Student Affairs. Interns will receive a monthly stipend of \$700 from September 2006 to June 2007.

Named in honor of the former Vice President for Student Affairs, The James Bell Internship provides a unique opportunity to study and to participate in the administration of Student Affairs from the policy level to the operations of individual units. The internship provides students with broad exposure to the field of Student Affairs while developing critical organizational and leadership skills. The internship allows for professional as well as personal development opportunities. At the end of the experience, interns should gain a good perspective of what it means to be a Student Affairs professional or university administrator.

There will be frequent opportunities for interaction with senior level university administrators, managers, and staff. In addition, the interns will be meeting regularly with the Vice President for Student Affairs, the Student Affairs Cabinet, and the division's Leadership Group. Interns will be expected to meet with their assigned mentor to discuss the progress of their internship.

Duties and activities of the internship position have been designed to be comprehensive. Interns will be assigned to work on divisional projects and initiatives, to participate in university committees, and to attend the Student Affairs Leadership Group meetings. Interns will be required to submit a year-end report that summarizes their experiences and reports on how their experiences will positively impact their community.

Key Characteristics of James Bell Intern:

1. Self-reflective
2. Inquisitive
3. Curious
4. Engaged with their community

Criteria:

1. Current undergraduate or graduate student of Cal Poly Pomona
2. Minimum GPA of 2.5 undergraduate, 3.0 graduate
3. Ability to communicate well, both orally and in written form
4. Experience in working with student organizations
5. Ability to relate well with people

Contact Daisy Thompson with any questions or concerns at (909) 869-3420

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APPLICATION

Name: _____

Class: FR SO JR SR GR

Expected Quarter and Year of Graduation: _____

Major: _____ GPA: _____

Address: _____

Phone: _____

Email: _____

Three personal references who may be contacted regarding your application:

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

3. Name: _____ Phone: _____

Please include a résumé, and on a separate sheet of paper, please answer the following questions:

1. Please explain your involvement with organizations, activities, and community during your tenure at Cal Poly Pomona.
2. What areas are you considering for a career?
3. What skills do you feel you would bring to this internship? Which of your experiences at Cal Poly Pomona have been factors in the development and enhancement of your abilities?
4. What do you hope to get out of this internship and how do you plan to use this experience to serve your community?

**Please return this application to the
Office of the Vice President for Student Affairs (98-T6-5)
Friday, October 6, 2006**

Contact Ms. Daisy Thompson with any questions or concerns at (909) 869-3420

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