Position Title: Student Affairs Intern
Department: Student Affairs, SAC 130
Compensation: Minimum wage, work-study eligible only
Application Deadline: Open until filled
Start Date: August 2024

STUDENT AFFAIRS INTERNS POSITION OVERVIEW:

The Washington State University Spokane Student Affairs Interns support the operations and success of the central Student Affairs office located in SAC 130 by providing a high-level of service to office visitors and supporting special projects for the Division staff.

The Student Interns:

- Provide a high-level of service to office visitors, including responding to and referring inquiries regarding academic programs and student support services available at WSU Spokane.
- Act as a resource regarding general information on other WSU campuses
- Refer prospective students to the appropriate offices for more detailed assistance
- Support the creation of marketing materials that advertise Student Affairs events
- Maintain the Student Affairs bulletin boards and assist with posting promotional materials around campus
- Support the production of Cougar Cards for campus community members, including students, staff, and faculty
- Perform other duties and special projects as assigned

WHAT WE ARE LOOKING FOR IN A STUDENT INTERN:

- Strong interest and experience in supporting others through high-level service
- Strong problem solving and critical thinking skills
- Knowledge of WSU Spokane campus resources and academic programs
- Ability to maintain a high-level of confidentiality
- Creativity and self-motivated students
- Eagerness to support the mission of the Division of Student Affairs
REQUIREMENTS:

- Must be eligible for work-study financial aid via FAFSA app - This is a work-study only paid position.
- Ability to work during normal business hours between 8:00am-5:00pm, Monday-Friday. Ability to work during the lunch hour is preferred.

WORK SCHEDULE:

Scheduled hours per week are dependent on semesterly work-study awards.
SPOKANE CAMPUS - On-Campus and in-person Work-Study

APPLICATION DETAILS

If you are interested, please fill out the application. The application will remain open until filled. Prospective candidates will be contacted to schedule an interview if considered for the position.

Prepare responses to the following questions:

- Please state the reasons you are interested in becoming a Student Affairs Intern.
- What can you bring to the Spokane Student Affairs team that is unique or different?
- Briefly share your career interest and why you are passionate about Washington State University and your academic program.


QUESTIONS?

For more information, contact Dr. Ariana Vargas at ariana.vargas@wsu.edu.