Internship Descriptions for Spring 2018

* On page 2 of the application, please provide the site number and name under “Internship Site Preferences”

*For application question number 6 (page 3 of the application) please describe your interest in each of the internships selected in separate paragraphs.
Internship 1
Job title: Office Intern-Composition Program

Internship Project Description: The position may entail any of the following: Clerical duties-filing, organizing program teaching materials, photocopying for meetings, etc. Curricular input and research-providing ideas about required program texts, assignments, and classroom activities in relation to current practices and requirements at other schools. Event-planning-providing feedback on first-year student events for summer reading and beyond, assisting in setting up for those events alongside of the Program Assistant.

Qualifications: The intern must be organized and personable with an analytical mind for detail. An interest in teaching/learning, writing and strong communication skills would be an asset. If the intern is a strong editor and writer, they will potentially work on some publications with us. S/he must also be responsible and willing to work on the less exciting clerical tasks that will help keep the office running efficiently.

Open to which majors?: Any, with a preference for English, Education, Communication, Humanities

Intern Learning Outcomes: - Attend hours regularly and arrive on time - Communicate effectively in both verbal and written forms - Remain professional and personable while interacting with faculty, staff, and other students - Provide constructive feedback on Composition Program texts, curriculum, and events - Adjust to various types of tasks (significant research vs photocopying) based on current office needs - Cultivate collegiality and a rapport with a diverse group of faculty/staff members, and other student workers - Grow transferable skills for future employment opportunities, and be able to thoughtfully reflect on those skills by the semester's end

Internship Location: JFT702

Supervisor’s Available Work Times: TBD

Employee-Alumni Name: Joann Deiudicibus

Employee-Alumni Bio: I transferred here and completed part of my undergraduate work (BA in English, 2000) then completed my graduate work (MA in English, 2003). I began teaching Composition I and II as part of the TA Program in 2001-2003, then continuously taught as an adjunct, and still do! I took the Composition Program Assistant position about 8 years ago, and love working with first-year students whether I am helping them to register for a new class, providing writing instruction, reading their writing submissions for our publications, or planning events for them! It's rewarding to be a part of their exciting transition into university, and to help ease that process for them.

Department Name: English
Internship 2
Job title: Digital Production Intern- Center for Student Media

Internship Project Description: Complete digital production projects under the supervision of the Director and Assistant Director. Projects will be based within WFNP-FM or WNPC-TV depending on the student's area of interest.

Qualifications:
Basic understanding of DSLR photo/video.
Basic understanding audio/video editing.
Basic journalism skills.
Helpful if familiar with Adobe Creative Suite.

Open to which majors?: All

Intern Learning Outcomes:
Complete a series of short digital production projects within deadlines.
Digital photo/video/editing skills.
Interview/writing skills.

Internship Location: SU 309

Supervisor’s Available Work Times: Open

Employee-Alumni Name: William Clark


Department Name: Center for Student Media
Internship 3
Job title: Special Projects Intern - Alumni Relations

Internship Project Description: This intern will be responsible for researching the Alumni Relations structure in other universities. - Will be responsible for assisting in event coordination and event prep. - Will assist with calling alumni to inform them about upcoming events and encourage their attendance. - Will assist with calling alumni and coordinating appointments with alumni for the Alumni Discovery program (interviewing program). - Will assist Director with hand written notes to alumni.

Qualifications: Superb attention to detail. Strong organizational skills. Strong computer and research skills. Ability to work independently and on a small team. Reliable and motivated. Must be outgoing, positive, and enjoy interacting with a diverse group of constituents.

Open to which majors?: All Majors

Intern Learning Outcomes: Will strengthen interpersonal communication skills through regular professional phone and email interactions. Will develop project management skills and event planning skills.

Internship Location: HAB 501D

Supervisor’s Available Work Times: 8:30 a.m. - 5:00 p.m. Some weekend hours are available as well.

Employee-Alumni Name: Shana Circe

Employee-Alumni Bio: I earned my BS in visual arts education and an MSEd. in Visual Arts Education. I am the Director of Alumni Relations and oversee the engagement and interaction between the College and the alumni body. Our office coordinates many events and programs that engage alumni in the life of the College. These include, Alumni Reunion, Regional events, On-campus social activities, alumni speakers and alumni days of service and more.

Department Name: Alumni Relations
**Internship 4**

**Job title:** First-Year Programming Intern- Center for Student Development

**Internship Project Description:**
- Updating, editing, and organizing the Class of 2022 first-year student academic planner
- Updating the 2018-2019 Parent Handbook & Calendar
- Helping coordinate the Class of 2021 End of Year Celebration
- Exploring ways to promote campus leadership opportunities beyond the first year of college
- Helping create a collaborative event between first-year and transfer students

**Qualifications:**
- Superb attention to detail
- Strong organizational skills
- Strong computer and research skills
- Able to work independently and on a small team
- Reliable and motivated

**Open to which majors?:** All

**Intern Learning Outcomes:**
- Strengthen interpersonal communication skills
- Create engaging content for students
- Develop, plan, and implement large scale programs

**Internship Location:** Student Union 301

**Supervisor’s Available Work Times:** Monday-Friday: 9am-5pm

**Employee-Alumni Name:** Tara Sestanovich

**Employee-Alumni Bio:** I graduated from SUNY New Paltz in 2008 with a Bachelors degree in Media Management. As the Coordinator of First-Year Programming I coordinate first-year student events and communicate with first-year students on a regular basis. I also co-supervise the Orientation Leaders/Peer Mentors throughout the year.

**Department Name:** Center for Student Development
Internship 5

Job title: Transfer Student Engagement Intern - Center for Student Development

Internship Project Description: This internship offers an opportunity to work with the Coordinator of Transfer Student Engagement in the Center for Student Development. The intern will be responsible for the following:
- Updating, editing, and organizing the 2017-2018 transfer student academic planner.
- Updating 'Local Area Guides/Pamphlets' for the Hudson Valley Region.
- Collaborating on an end of the year event for students.
- Helping to plan campus-wide and residential transfer student programming.

Qualifications: Superb attention to detail, Strong organizational skills, Strong computer and research skills, Able to work independently and on a small team, Reliable and motivated.

Open to which majors?: All

Intern Learning Outcomes: Strengthen interpersonal communication skills - Develop project management skills - Create engaging content for students - Develop, plan, and implement large scale programs

Internship Location: Student Union 301

Supervisor’s Available Work Times: Monday through Friday, 9am - 5pm

Employee-Alumni Name: Rob Moysey

Employee-Alumni Bio: AA Degree from Dutchess Community College, BS Degree in Secondary Education, Concentration in Biology from SUNY New Paltz, and MPS Degree in Humanistic and Multicultural Education from SUNY New Paltz. I work with transfer students to help them through their orientation process to the campus, and then once they are attending classes here, provide programming and outreach to assist in connecting students to the university.

Department Name: Center for Student Development
Internship 6

Job title: Outreach Intern-Institute for Disaster Mental Health

Internship Project Description: The Institute for Disaster Mental Health offers education and training in disaster mental health for students, professionals, and paraprofessionals, including conferences and workshops that reflect recent research and best practices. Our intern will work on promoting upcoming events and programs and connecting with similar agencies using e-mail, social media or phone. Responsibilities may also include learning and assisting with grant applications/commitments and other IDMH activities.

Qualifications: This position is open to students of all majors/minors who have an interest in the disaster field. A successful candidate will have strong computer, research and interpersonal skills. Enthusiasm, motivation, reliability and flexibility is a must.

Open to which majors?: All

Intern Learning Outcomes: Intern Learning Outcomes: The intern in this position will learn or strengthen skills in internet research, disaster mental health, teamwork, working independently, time management, and interpersonal communication

Internship Location: JFT 214

Supervisor’s Available Work Times: 10-4:30 M-F

Employee-Alumni Name: Rebecca Rodriguez

Employee-Alumni Bio: I transferred to New Paltz and received my undergraduate degree in Psychology with a minor in Disaster Studies. After graduation I began work on a graduate degree in Mental Health Counseling, where I began working at the Institute for Disaster Mental Health as a graduate student. I have been working full time in the office for over two years as the program coordinator, where I oversee our community projects such as our annual conference and our Star Behavioral Health Provider program as well as other programs funded by NYS Office of Victim Services, NYS Department of Health, NYS Office of Mental Health and NYS Division of Homeland Security and Emergency Management

Department Name: Institute for Disaster Mental Health
Internship 7

Job title: Social Media/Event Planning Intern - Career Resource Center

Internship Project Description: This position affords a first-year student the opportunity to learn about how internships are promoted on this campus. The student would work closely with Beth King, Internship Coordinator in the Career Resource Center. The intern would be responsible for the following: § contribute posts for the CRC Facebook & Instagram accounts § help with preparing for and promoting career-related events on campus including the Spring 2017 Career Fair, Wednesday Workshops and the 12th Annual Internship Recognition Ceremony § offer student perspective to update the internship section of the CRC website; includes researching the internship web pages for other colleges and universities § shadow during career counseling appointments and drop-in hours

Qualifications: § Must possess organization skills § Strong computer skills § Strong attention to detail § Reliable and motivated § Have some research experience, such as online searches (e.g., Google) § Prefer tech savvy individual who is familiar with social media methods and tools

Open to which majors?: All

Intern Learning Outcomes: As a result of participating as an intern, the first-year student will: § Expand knowledge of event planning, career counseling, and social media platforms § Effectively compile and organize important information § Utilize creativity for marketing and promotional purposes § Improve communication skills in a professional work environment

Internship Location: Career Resource Center (Humanities 105)

Supervisor’s Available Work Times: Flexible- 8:30am-5:00pm, Monday-Friday

Employee-Alumni Name: Beth King

Employee-Alumni Bio: I received both my undergraduate and graduate degrees from SUNY New Paltz. I transferred here and completed my bachelor degree in psychology. During my graduate studies, I completed three internships including one in the Career Advising & Fieldwork Office. That changed my focus from mental health counseling to career counseling and also reinforced my belief in the value of internships. After 6 years working in the field of career services, I returned to my alma mater to become the internship coordinator. I have been in this position for 12 1/2 years.

Department Name: Career Resource Center
Internship 8

Job title: Digital Production Intern- Digital Media & Journalism

Internship Project Description: Internship Project Description: Intern would be responsible as assistant for equipment management. Key role will be in the sign in/ sign out of equipment for students in the DMJ programs, and learning about equipment procedures and vendor relations.

Qualifications: Qualifications: Good Communicator Organized Task Oriented Interested in Media Production a plus

Open to which majors?: All

Intern Learning Outcomes: Intern Learning Outcomes: Set up Television Studio Workflow for Production Paperwork Media Hardware and Software Familiarity

Internship Location: CSB 27

Supervisor’s Available Work Times: Supervisor’s Available Work Times: T/F 11am-1pm Additional Hours available, I'm flexible (M-F 9-3)

Employee-Alumni Name: Gregory Bray

Employee-Alumni Bio: Gregory Bray Ph.D. is an Associate Professor in Digital Media Production, and a graduate from the program as well ('00). His media work has been seen in a number of film festivals (Woodstock, Hoboken, Rochester) and have earned numerous awards including the Cine Golden Eagle and the Broadcast Education Association Faculty Feature Film Award. Audio work has appeared on NPR and WAMC Northeast Public Radio. Publications have appeared in the Journal of Popular Culture, The Journal of Transmedia Psychology, and book chapters published by McFarland Books. He also works as the videography director for the Woodstock Film Festival, is on the board of Directors for the Broadcast Education Association.

Department Name: Digital Media and Journalism
Internship 9

Job title: MBA & Career Support Intern- School of Business

Internship Project Description: This intern will be responsible for various tasks including assisting in the tracking and reporting of the careers of graduates from our graduate and undergraduate business programs, assisting with the tracking of prospective MBA candidates, enhancing of our MBA and career information, advertising and promotion of MBA and career related events, as well as similar duties that will be assigned.

Qualifications: Knowledge of Microsoft Excel, Organized, Creative Thinker, Experience creating flyers/ads is preferred

Open to which majors?: Business (preferred) Communications (preferred) Will consider other majors

Intern Learning Outcomes: *Effectively compiling and organizing important information *Utilizing creativity for marketing and promotional purposes *Improving communication skills in a professional work environment *Improved event planning skills

Internship Location: VH 306 & VH 212

Supervisor’s Available Work Times: M-F 10am-5pm

Employee-Alumni Name: Aaron Hines

Employee-Alumni Bio: I have earned both a B.S. in Business Management and an MBA in Management from SUNY New Paltz. In my current role as the Assistant Dean for MBA Program, I academically advise all MBA students, recruit new students, market the MBA program, and am heavily involved in the admissions review process. I also serve as an academic advisor for all business students enrolled in the Dual Diploma program with Turkey and assist with the registration and orientation of visiting/exchange business students as well.

Department Name: School of Business
Internship 10
Job title: Classroom Management Intern- Records and Registration

Internship Project Description: Assist with classroom inventory and update classroom attribute records. Complete clerical tasks as assigned.

Qualifications: Attention to detail and ability to communicate effectively. Some experience with Microsoft Word and Excel is preferred.

Open to which majors?: All

Intern Learning Outcomes: Gain some understanding of how academic scheduling is done and how classroom space is managed and utilized.

Internship Location: WH 115

Supervisor’s Available Work Times: Flexible.

Employee-Alumni Name: Sarah Roberson

Employee-Alumni Bio: I began working in Records and Registration as a student assistant in 2003. After earning my BA in Biology from New Paltz in 2006, I was hired as the Assistant Registrar focusing mainly on academic and event scheduling. Since my promotion to Associate Registrar in 2015, my responsibilities have broadened to include many other areas in the office including course schedule oversight, course catalog maintenance, student grades, Banner student updates, and working with students, faculty and staff on various issues concerning registration and student records.

Department Name: Records and Registration
Internship 11

Job title: Service Learning Intern- Career Resource Center

Internship Project Description: This position offers experience related to building volunteer programs and capacity in the New Paltz and greater Mid-Hudson Valley Region. I am seeking two interns this year: one for Alternative Spring Break and one for Saturdays of Service. A final work plan will depend on the interns’ strengths and interests.

Interns will attend weekly meetings to assist with the planning of the program, assist in the interview process for potential participants, review and score Student Learning Outcome Assessments, reach out to local non-profit organizations to set up volunteer activities, and plan and implement an experiential leadership or teambuilding activity.

***In your application, please indicate which internship(s) you are interested in and available for: Alternative Spring Break and/or Saturdays of Service and why.****

Alternative Spring Break: In addition to regular weekly meetings and tasks, must be available for the program March 16-22, 2018.

Saturdays of Service: In addition to regular weekly meetings and tasks, must be available for the program Friday February 2 5-9pm, and Saturdays February 3, March 3, April 7 8am-5pm.

Qualifications: This position is open to students in any major with strong computer (Social Media; basic Word, PowerPoint, Excel), research, organization, and interpersonal skills. The intern will work closely with the Service Learning Coordinator (Erica Wagner) and students (Alternative Spring Break Mentors, Saturdays of Service Mentors and volunteer participants.) Successful applicants will be motivated, reliable, and mature with excellent attention to detail, strong organizational skills, and the ability to work both independently and on a small team. Being comfortable with speaking to people one-on-one or in large groups is a must. An interest in participating in meetings, workshops, and events outside of your specific internship program would be fantastic!

Open to which majors?: Any!

Intern Learning Outcomes: The intern in this position will learn or strengthen skills in internet research, teamwork, working independently, time management, marketing, program creation, recruitment, and interpersonal communication.

Internship Location: Career Resource Center, HUM 105

Supervisor’s Available Work Times: 4 hours per week (to include 2 meetings and some work hours)
will be scheduled within the following times:
M: 9-12, 1:30-4:30  T: 9-12  W: 9-12
Th: 9-10  F: 1:30-4:30

Employee-Alumni Name: Erica Wagner

Employee-Alumni Bio: I hold a Bachelor of Arts in Music Industry from SUNY Oneonta and a Master of Professional Studies in Humanistic/Multicultural Education from SUNY New Paltz. In my current position, I have the opportunity to work with New Paltz students who want to get involved in their community and gain valuable experience through volunteer work. I have created and implemented many new volunteer programs at SUNY New Paltz including the annual Volunteer Fair, Alternative Spring Break, Saturdays of Service, and the First-Year Internship Program. I also work on Make a Difference Day, New Paltz Clean Sweep, serve as the Vice President for UlsterCorps, Inc., and the campus advisor for Alpha Phi Omega Service Fraternity.

Department Name: Career Resource Center
Internship 12

Job title: Office Assistant Intern- Student Accounts

Internship Project Description: Assist office with clerical-related tasks, such as file management, scanning, etc. And, help management with ideas on how to serve students most effectively.

Qualifications: Must be courteous, professional and pleasant.

Open to which majors?: Any and all

Intern Learning Outcomes: Get a glimpse of a professional office in action and how something as important as the financial issues we deal with can be fun and rewarding.

Internship Location: Wooster Hall #114

Supervisor’s Available Work Times: Negotiable

Employee-Alumni Name: Diane Fauci

Employee-Alumni Bio: I came to New Paltz as an adult learner after earning my Associates Degree at Dutchess Community College about 10 years earlier. I majored in, and graduated with a BA in Interpersonal/Intercultural Communications, and minored in Art Studio, which gave me a love for ceramics and new appreciation of Art in all its forms! Among my duties as Reconciliation Manager in the Office of Student Accounts, I prepare the daily deposit, work with the Center for Int'l Programs, taking care of foreign program accounts and invoicing, and enrolling students in health insurance. I look forward to meeting students eager to join our team this spring!!

Department Name: Student Accounts
Internship 13

Job title: Admission Communication Plan Intern- EOP

Internship Project Description: This position will offer the intern an opportunity to aid and put in motion the communication plan for our incoming first year and transfer students. The intern will participate in the dissemination and mailing of various yield pieces to bring a strong EOP undergraduate class.

Qualifications: This position requires strong organizational skills, very detail oriented, excellent communication, and interpersonal skills. The intern will work closely with the EOP Director, Assistant Director, Senior EOP Advisor and the office of Admissions.

Open to which majors?: Open to all majors.

Intern Learning Outcomes: • Strengthen organizational skills • Strengthen communication skills • Develop stronger professional skills • Refining their skill in terms of monitoring the communication plan

Internship Location: HAB 401

Supervisor’s Available Work Times: Negotiable

Employee-Alumni Name: Antonio Bonilla

Employee-Alumni Bio: Antonio Bonilla is the Director of the Educational Opportunity Program. He earned a Bachelor of Arts in Spanish (minor in Athletic Coaching) and a Master of Professional Studies in Humanistic/Multicultural Education, both from SUNY New Paltz.

Department Name: Educational Opportunity Program
**Internship 14**

**Job title:** Athletic and Recreation Administration - Department of Athletics, Wellness & Recreation

**Internship Project Description:** The Department of Athletics, Wellness & Recreation offers experience related to Athletic alumni events, student development programs, and recreation activities. This person will gain experience in learning about the overall operation of the Dept of Athletics, Wellness & Recreation. They will gain experience in Athletic and Recreation Administration working on specific events and projects.

**Qualifications:** Computer skills, social media, event planning preferred.

**Open to which majors?** Any

**Intern Learning Outcomes:** *Learn initial event planning skills * learn about the overall operation of the Department of Athletics, Wellness & Recreation * Gain knowledge in Athletic Administration

**Internship Location:** Elting Gym 207

**Supervisor’s Available Work Times:** Flexible, mostly between 9:00am-5:00pm with the occasional night or weekend for a special event.

**Employee-Alumni Name:** Keith Kenney

**Employee-Alumni Bio:** Keith began his 14th year at the State University of New York at New Paltz Department of Athletics in 2017-18. He joined the department in 2004 as the Strength and Conditioning coach and served in the capacity until 2009. He also became the Director of Wellness & Recreation in 2005 and then became the Assistant Director of Athletics in 2012.

Keith earned a Bachelor of Science in Business Administration - Management and a Master of Science in Education - School Leadership, both from SUNY New Paltz.

**Department Name:** Athletics, Wellness & Recreation
Internship 15

Job title: Conference and Event Assistant- EOP

Internship Project Description: Intern will assist in all aspects of conference planning and follow-through for the EOP Bi-Annual Conference in the Spring of 2017.

Qualifications: Must be organized, detail oriented, and able to multi-task. Student will be required to communicate with speakers and workshop presenters via e-mail and on the telephone. Some experience with Skype and an eye for flyer design and promotional materials.

Open to which majors?: All

Intern Learning Outcomes: Student will learn: professional communication standards, event coordination timelines, targeted promotional strategies, office management skills, and refine already existing computer and word processing skills.

Internship Location: HAB 401

Supervisor’s Available Work Times: Negotiable depending on student schedule.

Employee-Alumni Name: Jessica Purcell

Employee-Alumni Bio: Jessica Purcell is an Advisor in the Educational Opportunity Program. She earned a Bachelor of Arts in Psychology and Master of Science in Mental Health Counseling, both from SUNY New Paltz.

Department Name: Educational Opportunity Program
Internship 16

Job title: Literacy Tutoring Program-The Literacy Center-School of Education

Internship Project Description: This internship involves interacting with children in grades k through high school who are participating in our Literacy Tutoring Program. Graduate candidates in the MS Literacy Education program are required to complete 50 hours of a clinical experience instructing children in need of remedial literacy assistance. Instruction is supervised by their professors. The intern who participates in this program will be engaging with school age children, assisting the graduate candidate tutors and the supervising professors. This intern will also have organizing responsibilities in The Literacy Center. This experience will strengthen his or her personal communication skills, expand the intern's capacity to cooperate in an instructional setting and familiarize the intern with how a classroom can be organized and maintained.

Qualifications: The intern should have a strong interest in the above project description. Previous experience interacting with children in an instructional or recreational environment is helpful, but not essential. Interns wanting to know if "working with children" is right for them should consider this internship. Basic organizational skills are helpful. Willingness to follow directions, strengthen a sense of responsibility and cooperate when called upon are essential.

Open to which majors?: This internship is open to all majors.

Intern Learning Outcomes: Intern will: 1. constructively assist participating children and graduate candidates in individual pairs and small group settings. 2. responsibly follow through with directives from supervising professors. 3. anticipate what's needed during instructional sessions and address the needs. 4. Cooperate with The Literacy Center Coordinator as needed.

Internship Location: The Literacy Center, Old Main Building

Supervisor’s Available Work Times: TBD

Employee-Alumni Name: Sam Slotnick

Employee-Alumni Bio: Sam Slotnick is the Literacy Center Coordinator in the Teaching and Learning Department. He earned a Master of Science in Education, pre-K-6 from SUNY New Paltz.

Department Name: Elementary Education
Internship 17

Job title: Photography Intern - Office of Communication & Marketing

Internship Project Description: The Office of Communication and Marketing is looking for a Photography Intern to photograph events and scenes around campus, process photos, and assist in managing our new photography website.

Qualifications: • Knowledge of and access to a DSLR camera • Experience with other camera equipment preferred but not required (e.g. flash, strobes) • Experience with photo editing software such as Adobe Photoshop or Lightroom • Creative thinker • Experience with social media, as the intern may be asked to post photos while at events

Open to which majors?: • Communication Studies • Digital Media Production • Journalism • Art • BFA Photography • Possibly others

Intern Learning Outcomes: • Gain experience in photographing many different types of events (lectures/presentations, student events, athletic events) • Gain experience photographing portraits and candid campus photos • Hands-on experience with camera equipment such as flashes, strobes, reflectors • Strengthen skills in photo processing and organizing • See behind-the-scenes for campus marketing: see the projects we are working on, where the photos may end up in print or on the website, what photos we use on social media.

Internship Location: Digital Media Office - SUB 40

Supervisor’s Available Work Times: Flexible hours based on event coverage and student schedule

Employee-Alumni Name: Robin Weinstein

Employee-Alumni Bio: Robin works as a Photographer/Videographer in the Office of Communications and Marketing. She earned a Bachelor of Fine Arts in Photography with a minor in Journalism from SUNY New Paltz.

Department Name: Office of Communication & Marketing
Internship 18

Job title: Library User Experience Intern- Sojourner Truth Library

Internship Project Description: Library User Experience (UX) is the process of discovering how users see and interact with our library's services and collections. It involves testing assumptions and beliefs about what a library is supposed to do, by looking closely about how people actually use it. As a Library User Experience Intern, you will partner with the User Experience Librarian and other library personnel to design and implement strategies that help us to learn more about Sojourner Truth Library's patrons -- what they do at the library, how they prefer to work, and what they would like to see more of. You will learn about the many ways that the library incorporates participatory design, usability testing and assessment data into its decision making and planning processes. You will also learn about, practice using, and even suggest technologies that will help us showcase what we find out about our library community.

Qualifications: A qualified applicant will be enthusiastic about learning about other people, and have an affinity for collecting, sorting and presenting information. They should be familiar with or willing to learn basic spreadsheets (Google Sheets/ Excel) and presentation technologies common to libraries (e.g., Prezi, infographics tools, Powerpoint, Libguides). The applicant should demonstrate a curiosity for how libraries or other not-for-profit agencies work. An ideal candidate will have at least some experience developing a survey, poll, or interview questions.

Open to which majors?: All majors and programs.

Intern Learning Outcomes: By the end of the internship the intern will be able to: 1. demonstrate how library materials are organized 2. demonstrate how to use one or more spreadsheet tools for simple data entry and analysis 3. articulate the need for an educational agency to collect information from multiple sources in order to serve its patrons well and plan for the future 4. design and create an online exhibit using a common data presentation tool 5. Demonstrate the utility of one or more of the following participatory design strategies: persona creation, dreamcatchers, focus groups, interviewing, wayfinding, rapid prototyping 6. Discuss how the information the intern helped to collect and analyze may be used to improve a library service

Internship Location: Sojourner Truth Library

Supervisor's Available Work Times: Most work will be on weekdays, between 9am and 5pm. Occasional independent work at STL may be assigned for an evening or weekend, depending upon the intern's schedule.

Employee-Alumni Name: Stephan Macaluso

Employee-Alumni Bio: Stephan J. Macaluso ('92) has been a librarian at SUNY New Paltz since 1995. He has worked extensively with students and faculty in online courses, and in music, languages, healthcare and education. Steve's undergraduate degrees are in classical guitar and music history; he also has a master's degrees in music and library science. Steve became the Planning, Assessment and User Experience Librarian in 2015. His primary roles are to help STL staff set goals, capture STL's success stories, and learn more about the library they work in and who our students are.

Department Name: Sojourner Truth Library
Internship 19

Job title: Community Development Intern - Residence Life

Internship Project Description: The selected intern will participate in various initiatives to contribute to community development within a residence hall that intersects with their personal and career goals. This can range from the development of a series of programs to designing and launching a social media campaign to developing a program to better connect international students with domestic students to participating in research of best practices and successful initiatives in community development at other institutions across the globe. It will be important that this project align with a skill set or experience that will be beneficial in the intern's future career path.

Qualifications: Critical thinking skills Initiative and motivation Creativity Attention to Detail

Open to which majors?: All

Intern Learning Outcomes: As a result of this experience, the intern will be able to articulate the value of connection and a sense of belonging within a community, employ a skill critical to their field of study to their assigned project, and write a description of this experience for a resume in a way that is beneficial to a potential future employer.

Internship Location: Deyo Hall

Supervisor’s Available Work Times: 5 to 8 hours per week Monday through Friday between 9:00am and 5:00pm with flexibility in evenings and occasional weekends.

Employee-Alumni Name: Kyleen Martin

Employee-Alumni Bio: Kyleen graduated from New Paltz in 2012 with a Bachelor of Science degree in Mathematics Secondary Education and a minor in Theatre Arts. During her time as a student, she had the privilege of getting involved with multiple student organizations and leadership opportunities. These include becoming a Resident Assistant and later a Community Development Assistant, serving on the RHSA Executive Board, participating in Orientation as both an Orientation Leader and an Administrative Programming Associate, taking leadership roles in Relay For Life and Phi Eta Sigma, and serving as a member in NRHH and Future Teachers of America. Her passion for education combined with her incredible co-curricular experiences motivated her to explore a future in higher education, providing college students with support and mentorship as she had received. Kyleen pursued her graduate education at Shippensburg University in Pennsylvania, from which she received her Master of Science degree in Counseling and College Student Personnel in 2015. Kyleen is grateful for her experience as a student at New Paltz and is passionate about crafting and providing unique experiences for the students she now serves as a professional.

Department Name: Residence Life
Internship Project Description: The research intern will assist with some of the day-to-day tasks associated with Prospect Research including: internet research, database updates, and other office-related tasks as needed.

Qualifications: Working knowledge of the Microsoft suite of products - Familiarity with online research - Experience with data entry - A desire to learn new tasks Desired but not required - Ability to assist with on campus events

Open to which majors?: Any major will be considered but the ideal candidate would have innate curiosity and the maturity to work respectfully with sensitive data.

Intern Learning Outcomes: At the end of this internship, the student should walk away with an understanding of the fundraising process within an non-profit organization. Practical skills acquired include: a working knowledge of the Banner CRM system, the ability to compile and analyze sources of prospect data, training in the use of paid research products which may include: IwavePro, Lexis-Nexis Accurint, and ObituaryData.

Internship Location: HAB 502

Supervisor’s Available Work Times: Monday-Friday 8:30 AM to 5:00 PM

Employee-Alumni Name: Angelica Snyder

Employee-Alumni Bio: I am currently the Prospect Researcher and Campaign Manager here at New Paltz. My work is wide-ranging and includes many types of research that help to inform our fundraising strategies and processes within the office. I also sit on event committees (Women’s Summit, 40 under 40) where my role is to identify potential invitees and participate in day-of assistance as needed. I received my BA in Sociology from New Paltz in 2008 and went on to earn my MS in Applied Research from Hunter College in 2010. I have worked on campus since 2012.

Department Name: Development & Alumni Relations
Internship Project Description: The LGBTQ Intern will be responsible for helping out the LGBTQ Coordinator with daily tasks and responsibilities. The LGBTQ intern will help support the logistics of the LGBTQ+ Allies Program as well as provide support in other LGBTQ+ initiatives, including student event planning.

Qualifications: -Strong communication skills -Strong organizational skills -Strong writing skills -Ability to work with diverse backgrounds

Open to which majors?: All! Preference may be given to WGSS students.

Intern Learning Outcomes: To obtain a higher level of knowledge about the LGBTQ+ community and the unique needs of LGBTQ+ students in a higher education setting. To acquire an increased knowledge of event planning. To increase public speaking skills.

Internship Location: HAB 602

Supervisor’s Available Work Times: 8:30-5:00pm, with some occasional evening hours for events.

Employee-Alumni Name: Emma Morcone

Employee-Alumni Bio: Emma Morcone is the LGBTQ Coordinator and Deputy Title IX Coordinator at SUNY New Paltz. Emma’s responsibilities at SUNY New Paltz include providing broad support for LGBTQ+ students, faculty, and staff and implementing Title IX policies and procedures. Emma has had speaking engagements across New York State on LGBTQ+ related topics. As double alum, Emma obtained both her BS in Music and MPS in Multicultural and Humanistic Education from SUNY New Paltz.

Department Name: Office of Human Resources, Diversity & Inclusion
Internship 22

Job title: Leadership Intern - Student Activities & Union Services

Internship Project Description:
This Intern will assist with the administration and promotion of the Emerging Leaders Program, LEAD @ New Paltz, and our department's Leadership Speaker program. This Intern should have a passion for leadership and learning in a fast-paced department. The Intern will explore ways to promote our programs, gain hands-on event management experience, and research ways to further develop our leadership experiences for students.

Qualifications: Preferred Qualifications:
- participant in the Emerging Leaders Program
- social media experience
- ability to work independently on projects and tasks
- graphic design experience

Open to which majors?: All

Intern Learning Outcomes: The Intern will gain experience in marketing, communication, event management, data entry, and time management.

Internship Location: SU 211

Supervisor’s Available Work Times: Hours scheduled based on availability; all hours to be held M-F between 8:30am-5pm.

Employee-Alumni Name: Emily Bazinet

Employee-Alumni Bio: I am a graduate of SUNY Geneseo with a B.A. in History, and I earned my M.P.S. in Humanistic/Multicultural Education here at SUNY New Paltz in 2008. As the Assistant Director of Student Activities and Union Services, I oversee our department's leadership programs (Emerging Leaders, LEAD @ New Paltz), Off-Campus and Commuter Student services, the Fraternity & Sorority community, and the Student Activities Managers. Our office provides support to clubs and organizations, conducts programming, and helps students to get involved and make the most of their New Paltz experience.

Department Name: Student Activities & Union Services
Internship 23

Job title: Communications Intern - DMJ & Communication Departments

Internship Project Description: Intern will serve as public relations assistant to Department of Communication Studies and Department of Digital Media & Journalism Internship Program. Duties will include, but not be limited to: writing and posting job listings to the internship Facebook page; assisting with writing, editing, layout and publication of each department’s Advising Newsletter and other brochures/handouts; maintaining bulletin boards in the CSB area of the department; and various administrative/clerical duties.

Qualifications: The ideal candidate will have excellent writing skills and proficiency with Google documents and spreadsheets. Experience designing/editing brochures and newsletters would be useful.

Open to which majors?: Journalism, English, Creative Writing, Marketing, Communications/Public Relations, and related fields.

Intern Learning Outcomes: Student will: Learn hands-on writing and editing of professional communication on social media sites on deadline; Write, design and create publications that will reach hundreds of students on campus; Develop and write promotional materials and ways to promote the Internship Program and communicate key dates/events to students; Learn or strengthen skills in several of the following areas: design, organization, Internet research, database management, working independently, time management and interpersonal communication

Internship Location: CSB 64

Supervisor’s Available Work Times: Wednesdays -- Late morning or afternoon; Tuesday/Thursday afternoon. Other times flexible.

Employee-Alumni Name: Nancy Heiz

Employee-Alumni Bio: Title: Internship Coordinator & Department Advisor for the Departments of Communication and Digital Media & Journalism  Nancy M. Heiz is the department advisor and internship coordinator for both the Communication and Digital Media & Journalism Departments as well as a lecturer in the DMJ department. She earned a Bachelor of Arts from SUNY New Paltz in Journalism and French and a Master of Science degree from SUNY Institute of Technology at Utica and Rome. Nancy was a magazine editor for 20 years and has taught multimedia journalism at SUNY New Paltz since 2008.

Department Name: DMJ & Communication Departments
Internship 24
Job title: Marketing and publicity intern- Hudson Valley Writing Project - Department of Teaching and Learning

Internship Project Description: The Hudson Valley Writing Project, a literacy organization that serves teachers and the community, is looking for an intern who is interested in learning and developing skills in non-profit marketing, publicity, and event coordination. The intern’s responsibilities will include: - Assisting with various aspects of event planning and coordination for Saturday conferences for teachers and our summer Young Writers’ Programs - Drafting publicity for our programs using social media and other electronic communications - Providing general administrative support - Attending one or two programs and working with staff and teachers to ensure event success

Qualifications: The ideal candidate will be responsible and organized, eager to learn, and possess good communication, writing, and computer skills.

Open to which majors?: Education, Business, English, Journalism, Graphic Design, Photography

Intern Learning Outcomes: - Gain first-hand knowledge of how a non-profit organization works - Learn various aspects of event planning and publicity - Gain experience and writing/design skills using online marketing platforms and social media - Learn about issues in literacy education - Work with mentors and have opportunity to meet college faculty and local teachers

Internship Location: Old Main 323

Supervisor’s Available Work Times: Flexible, M-F 9-5

Employee-Alumni Name: Jacqueline Denu

Employee-Alumni Bio: After a more than a decade working in book publishing in New York, I decided to pursue a second career in education and began graduate work at Teachers College. I moved upstate shortly afterwards and completed my Master of Arts in Teaching at SUNY New Paltz. I have worked as a preschool teacher and taught English language arts at the elementary and secondary levels. On campus, I have worked as an academic advisor in English Education, and, most recently, taught a class on business communication at the Institute for International Business. I am a director of the Hudson Valley Writing Project (HVWP), a nonprofit educational organization whose mission is to improve writing and literacy instruction in our region. Led by practicing teachers and college faculty, HVWP offers professional development programs for educators working with students of all ages and in all disciplines. We also offer many youth writing programs on campus and at local historical and cultural sites. My work involves program development, communications, marketing, and administration, working in collaboration with a small, dedicated staff on campus and a network of over 200 writing project teachers.

Department Name: Hudson Valley Writing Project - Department of Teaching and Learning
Internship 25

Job title: Research & Farm Assistant- Kingston YMCA Farm Project- Geography

Internship Project Description: A program of the YMCA of Kingston and Ulster County, the Kingston YMCA Farm Project’s mission is to educate and empower young people and their families in the City of Kingston by directly engaging them in sustainable food production on our urban farm while increasing the community's access to fresh, local food. Our 1/3 acre urban farm is a production farm - we sustainably and organically produce vegetables (and strawberries) for sale and donation throughout the City of Kingston. During the growing season we run farm stands located in areas identified as food deserts throughout the City of Kingston. We also host field trips for preK-12th grade students, work with community partners, host events, conduct in school educational programs. We are looking for an intern to help us do research on ways to increase food access for people in the City of Kingston. We currently accept benefit checks/debit cards for SNAP, WIC and FMNP for senior citizens to ease food access but we would like to gain more information. During winter months we are looking for a research assistant to help us find out more information on FMNP (Farmers Market Nutrition Program checks for WIC and Seniors) usage in Ulster County. Among topics of research interest: we are curious to figure out who gets the Veterans checks and why, and to look into successful programs for reaching SNAP and FMNP recipients. We are also collecting information through a Community Food Access Survey and could use help tabulating results. Other opportunities as part of the internship include event planning, early spring greenhouse work, and spring farm maintenance. We host a fundraising event in March that provides an opportunity to gain event planning experience. We start work in our small greenhouse in March as well. Once the weather warms up and the growing season begins, there is an opportunity to help us on the farm.

Qualifications: We hope interested interns would be reliable, willing to learn and try new things and enjoy interacting with people. Any interests in not for profits, food justice, and/or sustainable agriculture are bonuses but not required. If working on the farm in the spring is of interest, the intern must enjoy working outside in all types of weather.

Open to which majors?: Open to any/all majors interested

Intern Learning Outcomes: Interns will: 1. Gain exposure to, participate in, and begin to understand the workings of a not for profit urban farm. 2. Develop relevant skills in both a professional and community-based setting related to food access and sustainable agriculture. 3. Apply research skills to a community focused topic to address a real world problem. 4. Acquire, interpret and/or record information related to food access in the City of Kingston and/or Ulster County.

Internship Location: Science Hall

Supervisor’s Available Work Times: Monday - Friday

Employee-Alumni Name: Susan Hereth

Employee-Alumni Bio: I have BA in Geography from SUNY New Paltz. I am an employee of the University as Internship Coordinator for the Geography Department and Adjunct Lecturer of Physical Geography. I am also the Education Director of the Kingston YMCA Farm Project in the City of Kingston. I oversee our youth development program - hiring and supervising teens (ages 14-18) on seasonal farm crews on our 1/3 acre urban farm.

Department Name: Geography
Internship 26

Job title: Office Assistant – Donor Relations & Stewardship- Office of Development and Alumni Relations

Internship Project Description: Interns will be asked to perform a variety of office duties including daily mailings, create materials for events and presentations, compile and format data in Microsoft Excel, and attend and participate in events for Alumni, students, and donors. Assist with the outreach and promotion of Foundation scholarship opportunities, via social media, and related events.

Qualifications: Strong organizational and computer skills. Must be outgoing and positive and comfortable working closely on a team. Microsoft Office programs experience preferred.

Open to which majors?: All majors may apply

Intern Learning Outcomes: Interns will gain experience working at non-profit organization that supports the academic and cultural life of the college. Provide excellent customer service to community members, donors, and fellow students. Learn to communicate proficiently both verbally and in writing.

Internship Location: HAB 510

Supervisor’s Available Work Times: Office Hours are 8:30 - 5 pm. Opportunities to work after hours and weekends for events will be available as well.

Employee-Alumni Name: Jenn Palomino

Employee-Alumni Bio: I graduated from New Paltz in 2007 with a Bachelor of Arts in English. As I was finishing my final coursework I accepted a clerical position at the Sojourner Truth Library. Since joining New Paltz, I have been promoted to a secretary and currently work in the Office of Development and Alumni Relations. I provide support to the donor relations and stewardship branch of the department, ensuring that all donors are thanked for their gifts to the college. In addition I assist with the scholarship program and related events.

Department Name: Office of Development and Alumni Relations
Internship 27

Job title: Social Media Intern - Biology

Internship Project Description: The Biology department is looking for a student intern to assist with writing stories/profiles on faculty and students for our department newsletter, and creating interesting and engaging content for various social media outlets - including Facebook, Instagram, and Twitter. This intern will also be involved with preparation and promotion of Biology events on campus.

Qualifications: Familiarity with Facebook, Instagram, and Twitter. Ability to use digital and cell phone cameras. Strong computer skills including Word, PowerPoint.

Open to which majors?: All

Intern Learning Outcomes: Learn or improve upon communication skills, use of social media for marketing and promotion, event coordination, and working independently to meet deadlines.

Internship Location: CSB 224

Supervisor’s Available Work Times: TBD

Employee-Alumni Name: Jannett Dinsmore

Employee-Alumni Bio: I grew up in the Hudson Valley but got the opportunity to live across the country (Washington, Nevada, & Virginia) while my husband was in the military. We eventually made our way back home to NY where I finished my Bachelor’s and then my Master’s in Biology at SUNY New Paltz. As a Master’s student I taught several courses, and after graduation was hired as a full-time lecturer in the department. I teach and coordinate General Biology II & Genetics labs, as well as a GE NSCI Biology course for non-majors. I have 2 dogs and a young child, and in my free time (if I have time) enjoy photography.

Department Name: Biology
Job title: PC Support Intern - Academic Computing

Internship Project Description:
* learn how to assist with cloning computers
* will conduct research on Windows 10 and other topics
* only basic knowledge of computers and a strong interest in the field is necessary

Qualifications:
* looking for a student who is willing to follow directions and learn new things
* someone who possesses a basic comfort level with computers

Open to which majors?: All

Intern Learning Outcomes: At the end of the internship, the student will have a basic knowledge of how campus student computer labs are structured and prepared for student use.

Internship Location: VH or LC Computer Lab

Supervisor’s Available Work Times: Hours scheduled based on availability; all hours to be held M-F between 8:00am-4pm.

Employee-Alumni Name: Nancy Cooney

Employee-Alumni Bio: I graduated from SUNY New Paltz with a Bachelor of Arts degree. I had a double major in International Relations and French. I have worked at my Alma mater for 17 years. In the beginning, I managed the student computer labs. Now I work as department PC support for the School of Business, the School of Education, and the Physics department.

Department Name: Academic Computing