Internship Descriptions
and Instructions
for Spring 2020
(as of 10/2)
First-Year Internship Program

Exclusively for the class of 2023, the Career Resource Center introduces the SUNY New Paltz First-Year Internship Program!

First-year students (non-transfers) have the opportunity to gain valuable professional experience with SUNY alumni in a variety of on-campus departments during the spring 2020 semester. Each one offers a substantive project with explicit learning and skill-development goals along with guidance and support from a dedicated staff or faculty member. First-Year Interns work 5 hours per week for 8-10 weeks during the spring semester to complete a minimum of 40 hours. While the work is unpaid and not credit-bearing (volunteer), the experience that students gain can be instrumental in making career-related decisions, securing future internships, and building strong connections to the greater New Paltz community.

Application:
- This is a competitive process and participants will be selected through an application and interview. Candidates may be contacted in November to set up an interview.
- Apply early! Each internship site will only accept 20 applications. Have back-ups selected in case one you listed is full.
- Deadline to apply: Thursday, October 31, 2019 by 4 p.m.

Application link and internship list with descriptions can be found at https://www.newpaltz.edu/careers/firstyearinternship.html

The application is online and will require a variety of materials, which must be prepared in advance. Once the application process is started, it must be completed in the same session. You cannot save and come back later.

Application materials required: (Incomplete or late applications will not be considered.)
- a list of the 4 internships you have selected (with backup choices)
- responses to application questions (see below)
- PDF copy of your unofficial transcript to verify class standing; available at my.newpaltz.edu
- PDF copy of your resume outlining previous work, volunteer, internship, summer job, and leadership experience
*We strongly recommend that you have your resume reviewed by the Career Resource Center during drop-in hours: T,W,Th 1:30-4:30 or F 10-Noon.

Application Questions:
Prepare your answers to these questions before beginning your online application. Please answer each thoroughly. Once in the application, copy and paste your answers into the appropriate boxes.

1. What motivated you to apply for the SUNY New Paltz First-Year Internship Program?
2. What do you hope to gain from this experience?
3. What skills and experience can you contribute to this program?
4. What are some challenges you might face during this experience?
5. Please describe what kind of groups/teams you are/have been a part of and your role in those.
6. Individually describe your interest in each of the internships you selected.
Internship 1

Job title: Social Media Intern - Career Resource Center

Internship Project Description: •Create social media content; post on a daily basis and use platform tools to plan forward-looking posts over weekends •Increase the number of followers we have on social media accounts by following and engaging with new and existing followers to boost activity •Monitor and reply to messages and comments •Repurpose content from other sources for our own social media channels •Assist with the creation of our social media content strategy •Assist with center snapchat takeovers during semester events and programs

Qualifications: •An interest in marketing, communications, social media management •Familiarity with key social media tools and platforms: Facebook, Instagram, Snapchat •Must have a strong attention to detail •Be able to thrive in a fast paced environment •High motivation to learn •Strong written and verbal communication skills

Open to which majors?: Any!

Intern Learning Outcomes: •Utilize creativity for marketing and promotional purposes •Improve communication skills in a professional work environment •Expand knowledge of creating marketing plans and using social media platforms •Working effectively as a part of a team and independently to accomplish projects

Internship Location: HUM 105

Supervisor’s Available Work Times: Monday-Thursday 9:00 am-4:30 Friday 9:00 am - Noon

Employee-Alumni Name: Samantha Lopes

Employee-Alumni Bio: I graduated from Binghamton University with both my Bachelor of Science in Human Development, minor in English and Master of Science in Student Affairs Administration. I began working at SUNY New Paltz in the Career Resource Center in August of 2015. As the Senior Career Specialist for Education and Science, I create programs, workshops, and events to the enhance the career exploration and competencies of these two student populations. In addition, I oversee the office’s social media accounts and work with an intern to create marketing campaigns for the office’s events.

Department Name: Career Resource Center
Internship 2
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 an intern for the Alternative Spring Break program. Alternative Spring Break (ASB) provides students with an opportunity to make a difference in the New Paltz community over their spring break in a FUN and meaningful way. This week-long initiative gives students the opportunity to take part in a number of volunteer, social, and educational activities to learn about social issues in the Mid-Hudson Valley and take steps towards making an impact.

**To see photos, a video, and read about past student experiences, go to http://asbnewpaltz.wordpress.com**

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 team building activity. In addition to regular weekly meetings and tasks, must be available for the program March 13-19, 2020. A final work plan will depend on the intern’s strengths and interests.

Qualifications: Seeking an intern with an interest in volunteer service! This position is open to students in any major with strong research, organization, and interpersonal skills. The intern will work closely with the Service Learning Coordinator (Erica Wagner) and students (Alternative Spring Break 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 (or willing to get comfortable) with speaking to people one-on-one or in small groups is a must. An interest in participating in meetings, workshops, and events outside of your specific internship program would also 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 communication.

Internship Location: HUM 105

Supervisor’s Available Work Times: 3-4 hours per week (to include 2 meetings) to be set based on availability of mentor team.

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 President for UlsterCorps, Inc., and the campus advisor for Alpha Phi Omega Service Fraternity.

Department Name: Career Resource Center
**Internship 3**

**Job title:** Digital Media Production/Journalism or Comm/PR intern – DMJ Advising/Internship Office

**Internship Project Description:** Student will --assist Internship Coordinator with compiling, writing, designing, producing and distributing newsletters for both Communication & DMJ Departments prior to advance registration period. --assist Internship Coordinator with compiling, writing, designing, producing and distributing other Internship Information sheets (FAQs, brochures, PSAs, etc.) and updating the department bulletin boards as needed. --maintain the Internship Facebook page, which includes posting of Internship opportunities, as well as promoting the page to a larger audience. --update and distribute the Internship Opportunities list --For the right student, the opportunity exists to make occasional short presentations to classes to explain our program requirements/process

**Qualifications:** Student must write well, communicate clearly and have basic design skills (to create posters/flyers). Social media fluency a must. Helpful if student has ability to create short videos (or animated Powerpoints). Writing samples requested.

**Open to which majors?** digital media production, journalism, communication studies/PR, communication studies, English, Creative Writing

**Intern Learning Outcomes:** The intern will develop skills in written and verbal communication, attention to detail, editing/proofreading, presentation, managing social media accounts, time management and managing multiple projects on deadline. Additionally, the intern will gain experience working in a professional office setting.

**Internship Location:** CSB 64

**Supervisor’s Available Work Times:** Flexible, based on student’s schedule and mine

**Employee-Alumni Name:** Nancy Heiz

**Employee-Alumni Bio:** 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. In addition, she serves as editorial director for a local marketing firm and does other freelance work. A member of the Online News Association, Nancy has been involved with the Online Journalism Awards every year since 2009.

**Department Name:** Digital Media & Journalism
**Internship 4**

**Job title: Campus News Intern- Office of Communication & Marketing**

**Internship Project Description:** The Campus News Intern will support the College's effort to keep campus community members informed about events happening on campus. The Intern will be responsible for attending campus events (lectures, art events, etc.) as assigned, and writing short recap articles about these events, in accordance with our campus style guide, for publication on the New Paltz News Hub (https://sites.newpaltz.edu/news/). The Intern will also be tasked with adding campus events to our online events calendar (https://www3.newpaltz.edu/events/).

**Qualifications:** The ideal candidate for this position: is a skilled writer and editor; is a self-motivated person, able to work independently and on deadline; is willing to attend campus events as part of work assignments, including during evenings and weekends; is able to make audio recordings of said events (either using a personal device or an audio recorder provided by this office), and transcribe recordings in order to produce quotes for articles; is interested in careers in writing, marketing, communication, journalism, publishing and related fields.

**Open to which majors?:** Open to all majors, though the best candidates will likely be those pursuing degrees in writing-intensive fields, such as English, Journalism, Marketing and Communication Studies, among others.

**Intern Learning Outcomes:** The Campus News Intern will develop and improve fundamental writing, collaboration and organization skills, while also learning about web content creation and publication for informative and marketing purposes. The Intern will also engage with a diverse array of events happening on the SUNY New Paltz campus, and deepen their understanding of campus culture and activities.

**Internship Location:** Haggerty Administration Building 411, and other sites as assigned

**Supervisor’s Available Work Times:** Monday - Friday, 9 a.m. - 4 p.m., and off hours as assigned

**Employee-Alumni Name:** Andrew Bruso

**Employee-Alumni Bio:** I hold a BA and MA in English from New Paltz, and have worked in the Office of Communication & Marketing since 2015. I am responsible for campus news releases and the Week in Review newsletter. I serve as OCM liaison to a number of academic and administrative units. I also regularly collaborate on projects to market the College and keep internal and external audiences informed and engaged.

**Department Name:** Communication & Marketing
Internship 5
Job title: Social Media Intern - Educational Opportunity Program

Internship Project Description: • Promote EOP events on social media • Create social media content to feature students, alumni, etc. • Monitor and reply to messages and comments

Qualifications: • Detail oriented, strong written and verbal communication skills • Experience with social media (Instagram/Facebook) • Ability to work independently

Open to which majors?: All

Intern Learning Outcomes: • Increase knowledge with marketing • Improve communication skills

Internship Location: HAB 19

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

Employee-Alumni Name: Siuyim Ng

Employee-Alumni Bio: • I obtained my Bachelor of Arts in Communication from SUNY Geneseo and a Master of Science in College Counseling from SUNY Brockport.

Department Name: Educational Opportunity Program
Internship 6

Job title: Resource Development Intern - Career Resource Center

Internship Project Description: Use creative thinking, teamwork, and research skills in order to enhance and distribute resources for a variety of majors. Assist with the management of the Camp Day Summer Job Fair. Develop an understanding of the role of career services on a college campus. *A specific work plan will be determined based on the intern's strengths and interests!*

Qualifications: Strong research, organization, and interpersonal skills, as well as an attention to detail. Ability to work collaboratively and independently in a fast-paced environment. Experience with Microsoft Office, especially Word. Adaptive and interested in learning new skills. An interest in occasionally assisting outside of set internship hours isn't mandatory, but would be great when helping on event days!

Open to which majors?: Any! Preference may be given to Liberal Arts & Sciences majors.

Intern Learning Outcomes: By the end of this internship, the student will have: Gained a better understanding of the role of a career services office. Utilized their unique perspective and creativity to update the CRC's resources. Developed or strengthened event management and preparation skills. Worked effectively independently and with the CRC team to accomplish projects and achieve goals. Strengthened career development skills.

Internship Location: Humanities 105

Supervisor’s Available Work Times: Flexible, Monday through Friday 9:00am-4:30pm

Employee-Alumni Name: Nicole St. Onge

Employee-Alumni Bio: I hold a Bachelor of Science in Communication Studies and a Master of Professional Studies in Humanistic/Multicultural Education, both from SUNY New Paltz. As the Senior Career Specialist for Liberal Arts & Sciences, I work with students who are navigating their majors, and provide support and guidance as they prepare for a career path that excites them. In this role, I also develop and plan events, programs, and resources for students across the Liberal Arts & Sciences program.

Department Name: Career Resource Center
Internship 7

Job title: Social Media & Publication Intern - Student Development

Internship Project Description: Develop Social Media Content for the @newpaltzstudev & @nptransfer Instagram accounts including takeovers, event posts, and general posts. Take photos of events and post them on our social media platforms. Create/edit parent calendar for Fall 2020.

Qualifications: Organized/good time management skills. Interest in media and communication. Creative. Able to work with a team and independently.

Open to which majors?: All majors! Communication, Graphic design, & Marketing preferred

Intern Learning Outcomes: The Social Media & Publications Intern: will develop project management skills. will learn social media/marketing strategies. will develop problem-solving skills. will strengthen their time management and organization skills. will create a publication from start to finish.

Internship Location: Center for Student Development

Supervisor’s Available Work Times: Based on Intern’s schedule.

Employee-Alumni Name: Emily Holub

Employee-Alumni Bio: I graduated SUNY New Paltz in 2015 with a BA in Communication. I attended Merrimack College where I received my Master's degree in Higher education with a concentration in Student Affairs in 2016. I returned to New Paltz later that year and served as the Resident Director of Capen Hall for two years. I began my new role as the Assistant Director for Student Development in June and work with first year, transfer, and International Orientation and the Parent and Family Program. Our office focuses on students and family members in transition and supporting them through these new experiences!

Department Name: Student Development
Internship 8
Job title: Media Center Intern - Center for Student Media

Internship Project Description: Work on projects and collaborative efforts within the Center for Student Media. Opportunities to do video and audio production assignments, assist the college newspaper with archiving efforts, and contribute to media projects within the Division of Student Affairs. Will also contribute to the marketing (specifically on social media) of the Center for Student Media and the organizations housed within.

Qualifications: Basic understanding of digital media. Ideally, would prefer a candidate with experience in the Adobe Creative Suite but willing to train.

Open to which majors?: All

Intern Learning Outcomes: -Strengthen digital production skills through hands on projects within the Center for Student Media. -Develop leadership, collaborative and management skills. -Assist with the marketing of the Center for Student Media through the use of social media and on campus promotional efforts.

Internship Location: Center for Student Media (SUB 3rd and 4th floor)

Supervisor’s Available Work Times: Typical hours are Mon-Fri 9am-5pm with some night and weekend responsibilities depending on the assignment.

Employee-Alumni Name: Valerie Tremblay

Employee-Alumni Bio: Valerie graduated from SUNY New Paltz in 2005 with a BA (Radio/Television Production) and then in 2010 with an MPS (Humanistic/Multicultural Education). She has been working in commercial radio since 2005 as an on-air personality/promotions assistant, and currently works at Townsquare Media as an on-air personality and digital contributor for WRRV-FM. Valerie returned to SUNY New Paltz in March 2018 as the Director of the Center for Student Media and is responsible for the advisement of the campus radio and tv stations, and the newspaper.

Department Name: Center for Student Media
Internship 9

Job title: Archival Records Management Intern - Records and Registration

Internship Project Description: Work with Records and Registration to ensure the accuracy of scanned hard record transcripts. Review former student records and identify those that need to be purged. Intern will be responsible for scanning and indexing records, cross-referencing paper records with electronic systems and data analysis in our student information system.

Qualifications: Must have strong computer and organizational skills. Attention to detail and ability to communicate effectively is required.

Open to which majors?: All

Intern Learning Outcomes: Intern will gain insight into the academic rules and regulations as they apply to records retention and management. Strengthen organizational, administrative, and communication skills.

Internship Location: Records and Registratiton, Wooster Hall 115

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

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 10

Job title: Digital Production Intern - Digital Media & Journalism

Internship Project Description: Intern would be responsible as an assistant for equipment management. The 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: Good Communicator Organized Task-Oriented Interested in Media Production a plus.

Open to which majors?: Digital Media Management, Digital Media Production

Intern Learning Outcomes: Set up Electronic Field Production Workflow for Production Paperwork Media Hardware and Software Familiarity; Learn first hand about Inventory Management.

Internship Location: CSB26

Supervisor’s Available Work Times: Monday- Friday 10:30-12, 12:30-2.

Employee-Alumni Name: Joseph Vlachos

Employee-Alumni Bio: I graduated from SUNY New Paltz with a BA degree in TV & Radio Production and Marywood University with an MA in Media Interdisciplinary. I currently teach in the Department of Digital Media and Journalism and serve as the department's Equipment Coordinator. I also have worked on projects for corporate clients such as Maslow Media Group and Banyan Productions.

Department Name: Digital Media and Journalism
Internship 11

Job title: Event Planning/Social Media 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 bi-weekly posts for the CRC Facebook & Instagram accounts • help with preparing for and promoting career-related events on campus including the Spring 2020 Career Fair, and the 15th Annual Internship Recognition Ceremony • offer student perspective to update the internship section of the CRC web site; includes researching the internship web pages for other colleges and universities • shadow during career coaching 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?: Any major or undeclared

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: Humanities 105

Supervisor’s Available Work Times: Monday-Friday 9:00 am-4:30pm

Employee-Alumni Name: Beth King

Employee-Alumni Bio: I received both my undergraduate and graduate degrees from SUNY New Paltz. I transferred into New Paltz to complete my baccalaureate degree in psychology. Then, during my graduate studies, I completed three internships including one in the Career Advising & Fieldwork Office as our office was called at that time. It was located in the 7th floor of the HAB. That experience 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 at another college, I returned to my Alma mater to become the internship coordinator. I have been in this position for 15 years.

Department Name: Career Resource Center
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. EOP students will be given preference.

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 17

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 13

Job title: Orientation Intern - EOP

**Internship Project Description:** This position will offer an opportunity to develop a strong outreach and collaborative working relationship with various offices (Student Development, Academic Advising, CAS, Student Activities, Publications, Print-shop, Communication and Media). There will be an opportunity to assist in managing the various projects that details the EOP Summer Orientation.

**Qualifications:** • Effective communicator • Strong administrative skills • Attention to detail • Able to work in a team setting and independently

**Open to which majors?:** All

**Intern Learning Outcomes:** • Communicate effectively to professional staff/faculty. • Strengthen organization skills. • Confidence to take on various other roles on campus. • Completion of projects

**Internship Location:** HAB 29

**Supervisor’s Available Work Times:** Willing to work around class schedule

**Employee-Alumni Name:** Rita Celariste

**Employee-Alumni Bio:** I was born and raised in Brooklyn, NY. I am an alumna of SUNY New Paltz with a Bachelor's Degree in Communications-Radio and Television Productions with a minor in Black Studies. I have received my Master of Professional Studies in Humanistic/Multicultural Education. I have been working at SUNY New Paltz going on 25 years and am currently the Assistant Director of the Educational Opportunity Program.

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

Job title: Cultural Intern - Mathematics Department

Internship Project Description: This position affords a first-year student the opportunity to learn about the culture of our mathematics department and to acquire skills and knowledge that would benefit a future mathematician or STEM major. The student will attend mathematics department functions (mostly scheduled for afternoons and evenings), write about them, write about the mathematics involved in these events, interview math majors about their experiences in classes, conferences, and research projects, and compile all of this information into a display, a blog, and a brochure for future mathematics students. The student would learn how to use and produce works using the math typesetting tool called LaTeX, a useful tool for upper level mathematics classes. The student would contribute to making the department a more friendly place, including updating bulletin boards with information and helping to make the Math Lounge more accessible. This internship is especially designed for students who want to see themselves as mathematicians or scientists but don’t know how yet.

Qualifications: The first-year student should have: - at least one mathematics class during Fall 2019, - at least one mathematics class during Spring 2020, - an interest in mathematics in particular or the mathematics involved in STEM more generally, and - good communication skills and/or the desire to improve them.

Open to which majors?: All, but special consideration will go to Mathematics or STEM or Adolescent Education (in Math or STEM) majors

Intern Learning Outcomes: As a result of participating as an intern, the first-year student will: - learn their way around the department’s people and activities, - learn about opportunities for mathematics students both on and off campus, - better prepare themselves for a future as a mathematics or STEM major, and - become a proficient communicator of mathematics and science.

Internship Location: Faculty Office Building East and South

Supervisor’s Available Work Times: Outside of supervisor’s teaching and office hour schedule

Employee-Alumni Name: Moshe Cohen

Employee-Alumni Bio: I received my B.S. in Mathematics at SUNY Binghamton and my M.S. and Ph.D. in Mathematics at Louisiana State University. I spent six years in research postdoctoral positions in Israel at both Bar-Ilan University and the Technion, Israel’s Institute of Technology, and the last three years as a Visiting Assistant Professor at Vassar College. My research interests lie in the intersection of Topology, which compares spaces, and Combinatorics, which counts objects. I study Knots (like the ones you tie in your shoes) and recently Randomness in this setting. My work on the Geometry of Line Arrangements has involved undergraduates. I also have backgrounds in bicycling advocacy, Jewish campus life, and community building.

Department Name: Mathematics Department
Internship Project Description: The Alumni Relations intern will assist with alumni event research, planning, preparations and execution including outreach and correspondence to alumni through phone and email communications. The Alumni Relations intern will also work within the Banner database, Microsoft Excel, and CVENT event registration software to input and manage data of event attendees. The Alumni Relations Intern will also assist the Director with data entry projects to update the alumni database with new or found information about alumni constituents. Additional optional responsibilities: Ability and knowledge of social media event coverage and event photography to perform this function at events is ideal. Equipment can be supplied if necessary.

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: Office of Development and Alumni Relations
**Internship 16**

**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 2020.

**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 15

**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 17

Job title: Project Intern - Hudson Valley Writing Project

Internship Project Description: HVWP is looking for interns for the 2018-19 academic year who are interested in learning and developing skills in non-profit marketing, publicity, event coordination, and fundraising.

- Assist with all aspects of planning and event coordination for: Saturday Seminar programs, workshops for teachers held on Saturday mornings during the academic year and the Young Writers Programs, enrichment programs for children and teens, held on campus and at various Hudson Valley sites during the summer and on Saturdays during the academic year
- Provide administrative support to HVWP directors and staff, developing program materials and publicizing events using social media and other types of communication
- Create email announcements, press releases, and print materials to publicize HVWP’s programs and fundraising efforts
- Attend the programs and work with staff and teachers to ensure event success
- Research grant opportunities to fund teacher professional development and youth writing programs

Qualifications: Successful candidates will express interest in HVWP’s goals to improve writing instruction through programs designed for students and teachers of all levels; demonstrate the ability to balance multiple projects, collaborate with partner organizations; communicate well in writing and speak effectively; and work independently with excellent follow-through while processing feedback from many stakeholders. Interest or experience in preK-12 teaching, policy, data analysis, or non-profit management is helpful.

Open to which majors?: Education and English majors preferred, but we also welcome applications from students focusing on art, theatre, business, marketing, political science, and liberal arts.

Intern Learning Outcomes:
Interns will learn about and gain skills in:
- Program planning, implementation, and evaluation
- Event planning and execution
- Non-profit finance and general management
- Marketing and publicity, including email marketing and social media
- Data analysis and visualization
- Grant research, writing, and budgeting

Internship Location: Old Main 314A

Supervisor’s Available Work Times: Flexible

Employee-Alumni Name: Bradley Diuguid

Employee-Alumni Bio: I graduated from SUNY New Paltz in 2003 with B.A. degrees in Theatre Arts and English, then earned an Ed.M. degree at the Harvard Graduate School of Education. In addition to my role at the Hudson Valley Writing Project (HVWP), I teach courses in theater and education at SUNY Sullivan. Before joining HVWP, I served as the Executive Director of the CAS Arts Center, a multi-disciplinary presenting organization in rural Sullivan County, NY, and was the Manager of Education Programs for Waterwell, where I oversaw their Drama training program in partnership with a New York City public magnet school. I previously worked as a teacher and arts administrator at The Juilliard School, the American Repertory Theater, Roundabout Theatre Company, Long Wharf Theatre, Kentucky Shakespeare, NACL Theatre, and Premiere Stages, among other companies.

Department Name: Hudson Valley Writing Project (HVWP)
Internship 18

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 19
Job title: STEM Programming Intern - AC^2 Program

Internship Project Description: The STEM Programming Intern would be responsible for helping the staff plan events during the spring semester, specifically the Women of Color in STEM Symposium, the AC^2 Recognition Dinner, and the Mock Interview workshop. Event planning duties include: creating flyers and sharing on social media, creating RSVP list and keeping track of participants, working with staff on day-of logistics, attending events and updating social media with photos. The Programming Intern will also assist with the development of our new Women of Color in STEM group, as well as, keeping our blog and other social media sites updated.

Qualifications: Must have an understanding of/be familiar with social issues regarding race and gender. Must be organized, detail-oriented and have good time management skills or willing to work on these skills. An interest in education is a plus. Must be comfortable with various social media sites (Instagram, Twitter, Wordpress).

Open to which majors?: All majors will be considered; preference to students majoring in Women, Gender & Sexuality Studies, Black Studies, Latin & Caribbean Studies, and Sociology, or any STEM field.

Intern Learning Outcomes: The Programming Intern will • learn how to think through the details involved in all aspects of planning large events. • gain knowledge about the disparities in STEM fields, specifically for women of color. • have a better understanding of the role opportunity programs play on college campuses. • learn how to run professional social media profiles. • learn how to promote programs, events, and other activities.

Internship Location: Science Hall 214

Supervisor’s Available Work Times:
During office hours: 9am-5pm
During event hours dependent on schedule;
at least one Saturday and some evenings

Employee-Alumni Name: Nancy Campos

Employee-Alumni Bio: I am currently the director of the AMP & CSTEP Community (AC^2) Program at SUNY New Paltz. Our program serves underrepresented students in science, technology, engineering, and mathematics (STEM) fields and offers various forms of support services to ensure students are reaching their maximum academic potential. I advise and guide students through their majors, offer career counseling, and oversee all events, workshops and activities that are part of the program. I graduated from the University at Buffalo with a bachelor’s degree in Art History and an Education Master’s in General Education. I have been working with STEM students for 7 years now with a particular focus on students of color.

Department Name: AMP/CSTEP
Internship 20

Job title: Student Affairs Intern - Resilience Committee

**Internship Project Description:** The Resilience Project Intern will be working with the Student Affairs Committee on Resilience to share insight and perspective from a student experience and assist with the #StrongerThroughStruggle educational campaign and other initiatives.

**Qualifications:** Must support and/or be interested in:
- Resilience as a student skill for success
- Contributing to the design and implementation of educational programs and initiatives
- Collaborating with professional staff to deliver education and opportunities to students
- Sharing insight and perspective about the student experience to guide decision-making

**Open to which majors?:** All

**Intern Learning Outcomes:** As a result of serving as the Resilience Project Intern, this student will be able to:
- Communicate ideas and concerns relevant to project design thoughtfully and respectfully
- Consider the outcomes of various decisions and make recommendations for the most effective results
- Incorporate information/education delivery into engaging activities and opportunities

**Internship Location:** HAB 701 & Scudder Hall

**Supervisor’s Available Work Times:**
To Be Determined - 1 hour committee meetings ~twice per month, Meetings/work time with supervisor, Independent work time

**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:** Student Affairs
Internship 21

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
Internship 22

Job title: Center for Innovation in Education (CIE@NP) Intern

Internship Project Description: The intern will work with the Director and other staff of the Center for Innovation in Education (CIE@NP) in the support of providing instructional technology training for students, faculty, and staff. This includes designing and maintaining a bulletin board along with promotional materials. As necessary, support instructors with administrative tasks and the preparation of materials for the Numeracy Club.

Qualifications: Strong technology and design skills with familiarity of basic word processing, presentation software, photography, and spreadsheets. An interest and willingness to learn new technologies, including hardware and instructional software.

Open to which majors?: Early Childhood/Childhood Education, Adolescence Education, Art Education

Intern Learning Outcomes:
- Use and instruct others in the operation of new hardware devices and use of software titles
- Design and create bulletin boards for the CIE@NP and keep information up-to-date
- Design event flyers and other promotional materials for the CIE@NP
- Assist professors with administrative tasks and support of the after-school program, Numeracy Club.

Internship Location:
Old Main 215 and 218

Supervisor’s Available Work Times:
Tues. 12:00 - 5:00 pm
Wed. 12:00 - 5:00 pm

Employee-Alumni Name: Karen Bell

Employee-Alumni Bio: My interests include multi-disciplinary, multi-sensory curriculum development focused on STEAM education, bringing the Arts into STEM. I use various technology and 3D printing to span these interests. My academic degrees are:
BA Hunter College, Special Honors Curriculum and Classical Studies
MS Ed SUNY New Paltz, Mathematics Education 7-12
PhD Boston College, K-12 Mathematics and Technology Education

Department Name: Center for Innovation in Education (CIE@NP)
Internship 23

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 24

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