Internship Descriptions and Instructions for Spring 2019 (edited 10/4)
First-Year Internship Program
Exclusively for the class of 2022, 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 2019 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: Wednesday, October 31, 2018 by 4 p.m.

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

**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: Office Assistant 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 set up for and advertising these events alongside of the Program Assistant. Preparing and organizing teaching materials for faculty training is a significant part of the internship, including scanning sample student work, compiling binders, organizing digital documents on our Wiki page.

Qualifications: The intern must be organized and personable with an analytical mind for detail. An interest in teaching/learning, and writing, plus strong communication skills would be an asset. If the intern is a strong editor and writer, they will potentially assist us in preparing publications. The intern 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 disciplines.

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: To be determined based on individual schedules.

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 around 2007, 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 new chapter studying at university, and to help ease the transition for them.

Department Name: English, Composition Program
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 of the Center for Student Media. Projects will be based within WFNP-FM (radio) or WNPC-TV (television) 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:
- Strengthen digital production skills through hands on projects and collaboration within the Media Center.
- Develop leadership and project management skills and gain an understanding of media business management through work with campus groups.

Internship Location: Student Union (campus wide)

Supervisor’s Available Work Times: Flexible

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 DJ with Cumulus Media and Townsquare Media, and currently works in Poughkeepsie for WRRV and WPDH.

Valerie returned to SUNY New Paltz in March as the Director of the Center for Student Media and now oversees the campus radio station, tv station and newspaper.

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 and 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: Program Enhancement Intern - Center for Student Development

Internship Project Description: Collaborate with supervisor to create and develop current programming put on by the Center for Student Development. Work with supervisor to boost social media presence for the Center for Student Development. Create and enhance existing publications that go out to parents of incoming students during different events (orientation, parent and family weekend, etc.)

Qualifications: Basic knowledge of word, excel, and publisher.

Open to which majors?: All

Intern Learning Outcomes: Communicate effectively in a professional environment through phone and email correspondence with on and off campus representatives. Will demonstrate the ability to evaluate, integrate, and apply appropriate information from various sources to propose and enhance design concepts.

Internship Location: Student Union 301

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

Employee-Alumni Name: Rob Moysey

Employee-Alumni Bio: I transferred from Dutchess Community College and earned my Bachelors in Secondary Education with a concentration in Biology from New Paltz. I also earned my Masters in Humanistic and Multicultural Education from New Paltz. I worked as a Resident Director for 6 years on campus, and now have been working as the Coordinator of Transfer Student Engagement for the past 4 years. I work with transfer students to get them acclimated to the school, and I oversee the orientation programs for transfer students.

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

**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 2019 Career Fair, and the 14th 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 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 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 7**

**Job title:** Classroom Management Intern - Records and Registration

**Internship Project Description:** Assist with classroom inventory and update classroom attribute records. This will include classroom walk-through. 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 8

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.

***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:** 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 addition to regular weekly meetings and tasks, must be available for the program March 15-21, 2019.

**Saturdays of Service:** Interns will attend weekly meetings to assist with the planning of the program, review and score Student Learning Outcome Assessments, reach out to local non-profit organizations to set up one volunteer day, and plan and implement an experiential leadership or teambuilding activity. In addition to regular weekly meetings and tasks, must be available for the program Friday February 1 and March 1 5-9pm, and Saturdays February 2, March 2, April 6, and May 4 8am-6pm.

**Qualifications:** 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, 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 (or willing to get 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 communication.

**Internship Location:** Career Resource Center, HUM 105

**Supervisor’s Available Work Times:**
3-4 hours per week (to include 2 meetings) within the following times:
M: 9-12, 1:30-4:30  T: 9-12, 1:30-4:30  W: 9-12, 1:30-4:30  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 9

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 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 10
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 11

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 12

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 13 (Not accepting applications)

Job title: Research Intern - Development & Alumni Relations

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 14

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 15

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 16
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 17
Job title: Specimen Curation Intern - Biology Internship

Internship Project Description: The Biology Department is looking for a student intern to assist with the maintenance and digitization of our biological specimen collection. Our specimen collection contains thousands of preserved plant and animal species collected over the span of nearly 70 years. The duties of the intern would involve working closely with me to digitally catalog and organize the collection. Students interested in this position should be comfortable with handling preserved organisms, including birds, mammals, reptiles, and insects. They should also be comfortable with using a computer; students should be comfortable with programs like Word, PowerPoint, and Excel.

Qualifications: Familiarity with digital cameras is preferred. Strong computer skills including Word, PowerPoint, and Excel.

Open to which majors?: All – preference will be given to students in a STEM field with an interest in Biology or Environmental Science.

Intern Learning Outcomes: Learn or improve upon communication skills, organizational skills, 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
Internship 18

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 19

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 of the Center for Student Media. Projects will be based within WFNP-FM (radio) or WNPC-TV (television) 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:
- Strengthen digital production skills through hands on projects and collaboration within the Media Center.
- Develop leadership and project management skills and gain an understanding of media business management through work with campus groups.

Internship Location: Student Union (campus wide)

Supervisor’s Available Work Times: Flexible

Employee-Alumni Name: Elkyn Orellana

Employee-Alumni Bio: I have been the Assistant Director of CSM since 2010, and previously the Media Center Technician from 2003 to 2010. Prior to SUNY New Paltz, I was a Help Desk Analyst at an IBM Tech Center providing computer support for Viacom and CBS affiliates. Nowadays, I do freelance work in photography/videography in portraits, headshots, family/newborns, and weddings. I have a certification in Digital Photography from NYU and earned my B.S. in Computer Science from SUNY New Paltz.

Department Name: Center for Student Media
Internship 20

Job title: LGBTQ Intern: Office of Human Resources, Diversity & Inclusion

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 21

Job title: Social Media Intern - Sojourner Truth Library

Internship Project Description: The goal of this experience is to give interns an authentic setting through which they can apply skills they have learned in their academic careers thus far, while also giving them opportunities for social and professional growth. Interns will learn how libraries use social media to: (1) embed library services, resources, materials, and events in patrons’ social media feeds, (2) cultivate inviting and supportive library environments, and (3) connect libraries with their patrons outside the physical library building. This internship is highly collaborative and creative. The experience combines academic readings and projects with library social media campaigning. Interns will actively apply their new knowledge about social media and libraries to their academic disciplines through literature reviews and professional presentations.

Qualifications:
- Affinity for libraries and academia
- Familiarity with Sojourner Truth Library services and materials
- Prior knowledge of and experience with Instagram, Twitter, and Facebook
- Command of standard English spelling and grammar

Open to which majors?: All!

Intern Learning Outcomes: By the conclusion of the internship, participants should be able to:
- Produce a consistent stream of engaging content following a targeted social media plan.
- Collaborate with a diverse team of professionals.
- Think creatively and innovatively to meet the demands of a changing media landscape.
- Research, analyze, and apply current trends in social media.
- Collect data and analyze it in order to review and revise a social media plan that includes goals, values, a target audience, a defined voice, and a unique aesthetic.
- Communicate digital messages effectively, both through visual means and through writing.
- Manage time efficiently in order to meet hard deadlines.

Internship Location: Sojourner Truth Library

Supervisor’s Available Work Times:
Saturdays: noon-5pm  Sundays-Tuesdays: 6-9pm  Wednesdays: 5-9pm

Employee-Alumni Name: Charlene Martoni

Employee-Alumni Bio: I am currently the Evening and Weekend Circulation Supervisor at the Sojourner Truth Library. I also manage @SUNYNYPLIBRARY on social media, supporting library service marketing and patron outreach. In 2017, I designed the first ever Sojourner Truth Library social media marketing/PR plan and student-centered library social media internship. This project has afforded me the pleasure of working in a vibrant intellectual environment, collaborating with people from many walks of life to study the ways in which libraries can utilize social media to increase awareness and use of library and community resources.

Education:
After attaining my bachelor’s degrees in journalism and adolescence education from the State University of New York at New Paltz in 2013, I chose to pursue my graduate education at the University at Albany. I am currently working toward a master’s degree in information science.

Department Name: Sojourner Truth Library
Internship 22

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 23

Job title: Arts Marketing Intern- School of Fine & Performing Arts, Dean's Office

Internship Project Description: - Assist with the creation of marketing materials for the School of Fine & Performing Arts. - Enter Fine & Performing Arts events into the college events calendar. - Photograph and/or video Fine & Performing Arts events for social media, marketing materials, etc. when campus photographer is unavailable. - Assist with submitting student accomplishments from Fine & Performing Arts to the Office of Communication & Marketing for distribution on Merit. - Conduct interviews with faculty, staff for upcoming events to assist with press release writing. - Monitor all F&PA social media accounts to find items for further promotion with SUNY New Paltz.

Qualifications: - A desire to work in marketing, communications, PR or journalism with a focus on the arts. - Grasp of the English language and basic writing/grammar. - Knowledgeable and capable in several social media platforms including Facebook and Instagram.

Open to which majors?: All!

Intern Learning Outcomes: Gain experience in the many different elements of marketing and promoting an arts-related event.

Internship Location: College Theatre 16

Supervisor’s Available Work Times:
Monday & Wednesday, 8:30 a.m. to 5 p.m.
Thursday, 8:30 a.m. to 12:30 p.m.

Employee-Alumni Name: Lindsay Lennon

Employee-Alumni Bio: I am a communication, PR and journalism professional with more than 10 years of experience. I graduated from SUNY New Paltz in 2007 with a B.A. in journalism and earned my M.A. in communication from Marist College in 2017. My duties for the School of Fine & Performing Arts include writing press releases and promotional copy, coordinating advertising and marketing materials for the school and its departments (art, theatre arts, art history and music), making website updates, managing social media accounts, etc.

Department Name: Office of Human Resources, Diversity & Inclusion
Internship 24

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 401

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 25**

**Job title:** Science and Education Intern- Teaching and Learning

**Internship Project Description:** Intern works include searching for articles, filing, the organization of documents and texts, assisting in science instrument/tools logging and organization, making copies, communicating with prospective students, attending recruitment events when possible and joining the Black Creek Glass Eel program if available (Thursdays 3-6).

**Qualifications:** Must be organized, have good communication skills, troubleshoot, be engaging with students and activities and have a working knowledge of Google Drive (although I can certainly help with those skills).

**Open to which majors?:** All

**Intern Learning Outcomes:** Students will develop or continue to develop organizational, technology, and communication skills and become familiar with the education programs in adolescence education and the workings of the coordinators for the programs.

**Internship Location:** Old Main 314B

**Supervisor’s Available Work Times:** TBD

**Employee-Alumni Name:** Rosemary Millham

**Employee-Alumni Bio:** Rosemary Millham, an Associate Professor at the State University of New York at New Paltz and NASA curriculum writer and Co-Investigator of NASA Climate Day, has 34 years of experience in education — sixteen years in P-12 classrooms; eight full-time and seven part-time years as education specialist; science writer, curriculum developer, state liaison, Earth Science lead, and atmospheric mineral dust research scientist at NASA Goddard Space Flight Center; and 10 years at the university level as science coordinator and professor of science in the Secondary Education Department; B.S. and MSED degrees from SUNY New Paltz in geology and education, and Ph.D. at Oklahoma State University in environmental geology. Her research interests include science misconceptions, the significance of inquiry in teaching and learning, translating current science into classroom research, and mentoring pre-service teachers in creating scientific inquiry, equity and social justice, and research in schools.

Rosemary is engaged in environmental programming, citizen science, is co-chair of the campus Sustainability Committee, presiding officer of the Graduate Faculty, member of the Executive and Administrative Councils and advisor to four campus initiatives and programs. She has several science and education publications and a book about the Moon.

As the NASA Climate Day co-PI, Mohonk Preserve volunteer naturalist, biodiversity studies expert at the Lake George Land Conservancy and GLOBE protocol trainer, Rosemary has spent much time in the field conducting environmental studies, talks, walks, and programs.

**Department Name:** Teaching and Learning
Internship 26
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 27

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: Humanities 105

Supervisor’s Available Work Times:
Tues-Fri 9-4:30

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 works with an intern to create marketing campaigns for the offices events.

Department Name: Career Resource Center
Internship 28  
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 29

Job title: Transfer Student Admission Outreach - Educational Opportunity Program

**Internship Project Description:** This position will offer the intern an opportunity to aid and put in motion the communication plan for our incoming transfer students. The intern will participate in the dissemination and mailing of various yield pieces to bring a strong EOP transfer class. They will do outreach to applicants to ensure their application is complete. They will also help with campus visits of prospective transfer students from neighboring community colleges.

**Qualifications:** ~ strong organizational skills ~ very detail oriented ~ excellent communication, and interpersonal skills ~ someone who possess strong critical thinking skills and shows initiative ~ familiarity with Microsoft Excel a plus ~ someone who has the ability to work independently on projects and tasks ~ reliable and motivated and with a positive and professional demeanor

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

**Intern Learning Outcomes:** ~ ability to compile and organize data ~ strengthen interpersonal communication skills via phone and email interactions

**Internship Location:** HAB 019

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

**Employee-Alumni Name:** Ivelisse Tuttle

**Employee-Alumni Bio:** I am the Senior EOP Advisor for the Educational Opportunity Program. I’ve been with the program for 20 years. I earned a Bachelor of Arts in Sociology, with a minor in Spanish from Hamilton College. I earned my Master of Science in Education in Second Language Education from SUNY New Paltz.

I serve as the advisor to our EOP transfer students and do the admission piece for our transfer students. I maintain a counseling relationship with 60 diverse, low income students while providing academic, financial, career and personal counseling.

**Department Name:** Educational Opportunity Program
Internship 30

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?: 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 Room 114

Supervisor’s Available Work Times: Flexible

Employee-Alumni Name: Niza Cardona

Employee-Alumni Bio: I received both my Associates and Bachelors degrees from the Fashion Institute Of Technology. I majored in Marketing Communication and Advertising in the fashion industry. I went on to receive my Masters in Professional Studies in the Multicultural Humanistic Education Program here at SUNY New Paltz in 2004. I have been at the college for almost 21 years. I am the Director of Student Accounts but I also have the pleasure of supervising the Office of Veteran and Military Services located in the Student Union Building. During the evenings, I am an adjunct instructor for the Communication Department and I teach Public Speaking.

Department Name: Student Accounts
**Internship 31**

**Job title:** Newsletter Editor Intern- Educational Opportunity Program

**Internship Project Description:** This position will assist in the establishment of a dedicated committee within the Educational Opportunity Program charged with the curation, editing, and publication of the department newsletter on a semiannual basis. The successful intern will assist EOP Advisor Courtney Edwards with the following tasks associated with creating this new committee structure:
- Design and distribute recruitment materials to advertise the committee to EOP students and generate interest in participation;
- Assist with a general informational meeting early in the Spring semester to overview the committee and appointment committee members;
- Work closely with EOP professional staff and committee members to streamline workflow of newsletter items and copy;
- Communicate with design services to see final production of newsletter at the conclusion of the semester.

**Qualifications:**
- Efficiency and organization are crucial,
- Strong attention to detail and ability to proofread copy,
- Effective communication with professional staff, campus partners, alumni, and students,
- Ability to lead peers and cultivate a team atmosphere among committee members,
- Basic computer skills, specifically MS Word,
- Understanding of and commitment to the EOP mission and values as well as the education of historically underrepresented populations.

**Open to which majors?:** All; special consideration paid to EOP students

**Intern Learning Outcomes:**
As a result of participating in this internship, the student will strengthen professional skills surrounding effective and timely communication within an office setting; strengthen existing word processing and proof-reading skills; enhance their understanding of stated departmental mission and values systems; grow an appreciation for the relationships between departments, students, and alumni and how each enhances the experiences of the others; develop or reinforce a commitment to educational accessibility for historically underrepresented groups.

**Internship Location:** HAB 19

**Supervisor’s Available Work Times:** Flexible

**Employee-Alumni Name:** Courtney Edwards

**Employee-Alumni Bio:** I grew up in Orange County, NY and am a proud alumna of SUNY Oneonta, where I earned a degree in Political Science in 1998. After college, I pursued career opportunities in residence life and housing, which would ultimately lead me to a career in higher education. I obtained my MS in Counseling from Pace University in 2007. I joined the SUNY New Paltz family in 2013 as an advisor in EOP, and I also teach in the Masters of Science programs for Mental Health Counseling and School Counseling.

**Department Name:** Educational Opportunity Program