

First-Year Internship Program Descriptions 2021-2022



Alumna/us-Employee Name	Andrew Brusio
Department/Office Name	Communication & Marketing
Email	brusoa@newpaltz.edu
Number of interns requested	1
Alumna/us Biography	I am a two-time New Paltz alumnus in English ('08, '12g) and current Director of Communication at SUNY New Paltz, overseeing internal and external communications, advertising, social media and other aspects of the College's messaging strategy.
Internship Title	Social Media Intern
Internship/Project Description	<p>Are you interested in being a content creator for platforms like Instagram and TikTok? SUNY New Paltz believes that the best way to show the student experience is to post photos and videos taken from real students' points of view.</p> <p>In this role, you'll have an opportunity to work with our social media team and contribute photos and video clips that will be published on official SUNY New Paltz accounts.</p>

Qualifications

Experience with Instagram and TikTok is a must. Candidate must have their own phone/device to use for capturing first-person photos and videos. We want to work with someone who is enthusiastic about New Paltz and has good ideas about what students want to see on our accounts. The ideal candidate will be self-motivated and able to work independently. Experience with editing tools such as Canva is a plus.

Open to which majors?

All majors can apply. The position may be a good fit for students in Digital Media, Marketing, Communication Studies or other related majors.

Intern Learning Outcomes

Intern will learn how to be part of a creative social media team, and will attain best practices for producing on-brand social media account on behalf of a large organization.

Available Work Time

The intern will have some flexibility to set their own hours for content gathering and creation. Some meetings and office time (business hours, Monday-Friday) will be required and can be negotiated based on the successful candidate's schedule.



Alumna/us-Employee Name	Nancy Campos
Department/Office Name	AMP/CSTEP
Email	camposn@newpaltz.edu
Number of interns requested	2

Alumna/us Biography

Dr. Nancy Campos is the director of the AMP & CSTEP Community (AC²) Program in the School of Science and Engineering. The AC² 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. Her main responsibilities include advising and guiding students through their majors, offering career counseling, and overseeing all events, workshops and activities that are part of the program. She graduated from the University at Buffalo with a bachelor's degree in Art History, a master's in General Education with a concentration in Childhood Literacy, and a PhD in Educational Culture, Policy & Society. She has been working with STEM students for over 10 years with a particular focus on students of color.

Internship Title	Event Planning Intern
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Internship/Project Description

The Event Planning Intern will be responsible for helping the staff plan events during the spring semester, especially the Women of Color in STEM Symposium, the AC² 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, brainstorming ideas with staff, attending events and updating social media regularly. The Event Planning Intern will also assist with our 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.
- Must have some experience working on flyers for events.
- 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 in the AC² Program and/or students majoring or minoring in Women, Gender & Sexuality Studies, Black Studies, Latin & Caribbean Studies, and Sociology, or any STEM field.

Intern Learning Outcomes

- The Event Planning 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.

Available Work Time

During regular staff hours: 9am-5pm during the week
During event hours dependent on schedule; at least one Saturday and some evenings



Alumna/us-Employee Name	Nancy Cooney
Department/Office Name	Academic Computing
Email	cooneyn@newpaltz.edu
Number of interns requested	1

Alumna/us Biography

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 19 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.

Internship Title	PC Support Intern
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Internship/Project Description

- * learn how to assist with cloning computers
- * will conduct research on Windows operating systems 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.

Available Work Time

Hours scheduled based on availability; all hours to be held M-F between 8:00am-4pm.



Alumna/us-Employee Name	Tony DiRusso
Department/Office Name	Department of Teaching and Learning
Email	dirussoa@newpaltz.edu
Number of interns requested	3

Alumna/us Biography

Tony DiRusso currently works as an K-12 Educational Administrator for Orange-Ulster BOCES and teaches special education courses for the Department of Teaching & Learning at SUNY New Paltz. He previously worked for the Department of Residence Life for a number of years as a Complex Director, overseeing College/Shango and Gage Halls.

He received his bachelor's degree in Adolescence Education with a concentration in Social Studies from SUNY Oneonta and then went on to receive his Master of Science in Special Education from SUNY New Paltz followed by a Advanced Graduate Certificate in Higher Education Administration from Stony Brook University followed by a Certificate of Advanced Study in Educational Leadership from SUNY New Paltz.

Internship Title	Student Leadership/Academic Major Exploration Intern
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Internship/Project Description

This internship affords a first-year student the opportunity to learn about themselves as a leader and to get them to explore student leadership opportunities on campus such as RA, OL, SAM, Student Ambassador, etc.

It will be expected that by the end of the internship, the first year student will apply to student leadership opportunities for the 2022-2023 academic year.

In addition, the first year intern will be expected to plan and execute a campus-wide program of their choice.

Lastly, this internship also comes with the option of formulating a research project (options are endless and the topic will be chosen by the intern and related to their major) to be carried out in conjunction with their regular duties. The findings of this research can be presented informally for interested majors and/or formally at a conference.

First year students who are interested in a career in the education field are strongly encouraged to apply.

Qualifications	A desire to want to get more involved on campus and make an impact on as a student leader.
Open to which majors?	Open to all majors but education majors are preferred
Intern Learning Outcomes	By the end of the internship, the first year intern will be able to: -reflect on their journey through the process of leadership development -identify and apply for student leadership opportunities on campus -plan, advertise for and execute a campus-wide program -engage in a research project that can further the study of their selected major
Available Work Time	mutually agreeable times based on the supervisor and intern's schedules (most likely late afternoons/early evenings - either in person or via google meets/zoom)



Alumna/us-Employee Name	Bradley Diuguid
Department/Office Name	Hudson Valley Writing Project / School of Education
Email	hvwp@newpaltz.edu
Number of interns requested	1

Alumna/us Biography

Bradley Diuguid graduated from SUNY New Paltz 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 working as a Program Manager at the Hudson Valley Writing Project (HVWP), Bradley teaches as an adjunct professor at Marist College. Before joining HVWP, he 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, overseeing their Drama training program in partnership with a New York City public magnet school. He previously worked as a teacher and arts administrator at The Juilliard School, the American Repertory Theater, Roundabout Theatre Company, Long Wharf Theatre, Kentucky Shakespeare, Hudson Valley Shakespeare Festival, NACL Theatre, and Premiere Stages, among other companies.

Internship Title	Project Intern
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Internship/Project Description

The Hudson Valley Writing Project (HVWP) at SUNY New Paltz is a professional development organization whose purpose is to improve writing instruction and to promote literacy development in all disciplines and at all levels of education, from early childhood to college. A site of the National Writing Project, HVWP provides programs for teachers and students in the Hudson Valley region. HVWP respects teachers' knowledge, expertise, and leadership.

Ideal HVWP intern candidates are interested in learning and developing skills in non-profit marketing, publicity, finance, event coordination, and fundraising.

Responsibilities include:

-Assist with all aspects of planning and event coordination for:

1. Saturday Seminar programs, workshops for teachers held on Saturday mornings during the academic year.

2. 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 and literacy instruction through programs designed for students and teachers of all levels; be a responsible and organized self-starter; demonstrate the ability to balance multiple projects; communicate well in writing and speak effectively; possess excellent computer skills; and work both collaboratively and independently while acting on feedback from many stakeholders. Interest or experience in preK-12 teaching, policy, data analysis, or non-profit management is ideal.

Open to which majors?

In addition to education majors, we welcome applications from students focusing on business, English, fine arts, graphic design, journalism, liberal arts, marketing, political science, theatre, and more.

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 digital outreach and social media.
- Data analysis and visualization.
- Grant research, writing, and budgeting.

Available Work Time

Flexible work schedule during business hours, Monday-Friday. Hours vary from 5-8 hours per week. Availability for some Saturday morning events is required (2-3 per semester).



Alumna/us-Employee Name	Ashley Frazier
Department/Office Name	Educational Opportunity Program (EOP)
Email	FrazierA@newpaltz.edu
Number of interns requested	2

Alumna/us Biography

Ashley Frazier was born and raised in Newburgh NY. She earned her bachelor’s degree in English from the State University of New York (SUNY) at New Paltz in 2014 and went on to earn her master’s degree in English in 2018. As an undergraduate student, Ashley was a peer mentor and served as president and vice-president of Chi Alpha Epsilon (XAE) honor society. As a graduate of the Educational Opportunity Program and SUNY New Paltz, Ashley seeks to provide students with the same support and foundation that was given to her throughout her college career. In addition to her duties as an EOP advisor, Ashley serves as one-half of the A*team with Alicia Mejias who both serve as ALLI program coordinators.

Internship Title	EOP ALLI program Intern
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Internship/Project Description

This position will offer first-year students the opportunity to learn how mentorship and opportunity programs support students at SUNY New Paltz. The successful candidates will work closely with the ALLI program coordinators in further organizing and implementing the Advocacy, Leadership, and Learning Initiative (ALLI) within the EOP Program, which provides holistic support to incoming and continuing students. ALLI program interns will be responsible for reviewing and editing training manuals and schedules, creating signage, and promoting the mission of the ALLI program in various ways, while also organizing and documenting the program's tasks and objectives.

Qualifications

Must have strong writing, editing, and communication skills
 Must be organized, detail-oriented, and have excellent time management skills or a willingness to improve those skills
 Must possess excellent computer skills
 Must be comfortable with various social media sites
 Should be a responsible and a creative self-starter
 Demonstrate the ability to balance multiple projects
 Work both collaboratively and independently while acting on feedback

Open to which majors?

All majors

Intern Learning Outcomes

Completion of Major Projects
 Organizing and Executing of Events & Program Trainings
 Strengthen Organization and Communication Skills
 Have a better understanding of how mentorship and opportunity programs function on a college campus

Available Work Time:

Flexible work schedule during business hours, Monday-Friday. Willing to work around course schedule.



Alumna/us-Employee Name	Nancy Heiz
Department/Office Name	Digital Media and Journalism Department Communication Studies Department
Email	heizn@newpaltz.edu
Number of interns requested	1
Alumna/us Biography	<p>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.</p>
Internship Title	Journalism & Social Media Intern

Internship/Project Description	Intern needed to write newsletter items and blog posts, create engaging social media posts and announcements. Other writing/editing duties as needed. The intern would work alongside Nancy M. Heiz, the Department of Digital Media & Journalism and Department of Communication Studies Internship Coordinator and Department Advisor.
Qualifications	<ul style="list-style-type: none"> *Strong writing skills *Editing skills *Proficiency in social media engagement (Instagram for now) *Attention to detail *Organizational skills (file folders, file naming conventions, etc.) *Time management skills (meeting due dates, juggling multiple deadlines, etc.)
Open to which majors?	Journalism, Communication/PR, Marketing, Undeclared or Undecided (if they have the qualifications)
Intern Learning Outcomes	<ul style="list-style-type: none"> *Improve written communication skills *Improve editing skills *Become proficient in social media engagement and analytics *Become familiar with DMJ and Comm Studies departments *Work in a professional environment
Available Work Time	TBD



Alumna/us-Employee Name	Emily Holub
Department/Office Name	Center for Student Engagement
Email	holube1@newpaltz.edu
Number of interns requested	1
Alumna/us Biography:	<p>I graduated from SUNY New Paltz in 2015 with a Bachelor of Arts in Organizational Communication. I received my Masters from Merrimack College in 2016. I returned to SUNY New Paltz in 2016 as Complex Director in Residence Life but transitioned to my current role in 2019. I am the Assistant Director for Orientation & New Student Programs and I oversee orientation programs and anything regarding new students! I also oversee the marketing efforts in the Center for Student Engagement.</p>
Internship Title:	Leadership Intern
Internship/Project Description	<p>Plan leadership programming for students Assist with all aspects of planning and event coordination for our Leadership Speaker</p>

Qualifications	Effective Communicator Familiarity with Social Media Ability to work independently Attention to detail
Open to which majors?	Any
Intern Learning Outcomes	The intern in this position will learn or strengthen skills in team work, working independently, event planning, marketing, program creation, and communication.
Available Work Time:	9:00am - 5:00pm during the week



Alumna/us-Employee Name	Beth King
Department Name	Career Resource Center
Email	kingb@newpaltz.edu
Number of interns requested	1

Alumna/us Biography

I received both my undergraduate and graduate degrees from SUNY New Paltz. I transferred to New Paltz to complete my baccalaureate degree in psychology. 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 on the 7th floor of the HAB at that time. That experience changed my focus from mental health counseling to career counseling (coaching) 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 17 years.

Internship Title	Career Coaching and Social Media Intern
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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:

- shadow during career coaching virtual appointments and drop-in hours
- contribute bi-weekly posts for the CRC Facebook & Instagram accounts
- help with preparing for and promoting career-related events on campus including the Spring 2021 Virtual Career Fair and the 16th Annual Internship Recognition Awards
- offer student perspective to update the internship section of the CRC web site; includes researching the internship web pages for other colleges and universities

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

Available Work Time

Flexible: 9:00am-5:00pm, Monday-Friday



Alumna/us-Employee Name	Stephan Macaluso
Department/Office Name	Sojourner Truth Library
Email	macaluss@newpaltz.edu
Number of interns requested	1
Alumna/us Biography	<p>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.</p>
Internship Title	Library User Experience Intern

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

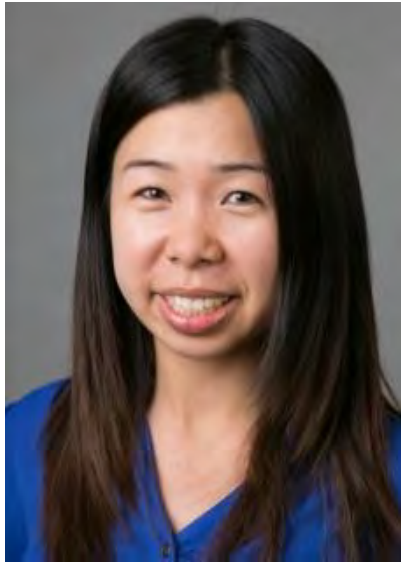
Available Work Time

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.



Alumna/us-Employee Name	Mandy Maldonado
Department/Office Name	Residence Life
Email	maldonaa@newpaltz.edu
Number of interns requested	2
Alumna/us Biography:	I earned a BA in Spanish & Latin American & Caribbean Studies and a Master of Professional Studies in Humanistic/Multicultural Education, both from SUNY New Paltz. As a Resident Director for the Department of Residence Life, I oversee daily operations in Gage Hall. These operations consist of the overall functionality and maintenance of the hall, communication with residents, supervising 9 Resident Assistants and 1 Senior Resident Assistant, and developing programs and developmental opportunities.
Internship Title:	Communications Engagement Intern - Residence Life (Gage Hall)

Internship/Project Description	The Program Engagement Intern will support the campuses effort in providing programs that are within the "We Not Me" Initiative along with programming reflective of student safety and wellbeing. The Program Engagement Intern will help in collecting feedback from current students and develop communication strategies in boosting overall campus engagement. The intern will also be tasked with developing and facilitating 3 programs for residential students, 1 virtual and 2 in-person. The intern will have one on ones with supervisor (schedule to be determined).
Qualifications	Open to collaboration with fellow peers. Ability to work independently. Goal and detail oriented. Communication skills in writing, conversing with students over the phone and socially distant (if comfortable). Creative with advertisements. Willingness to learn and grow within the role.
Open to which majors?	Open to all majors.
Intern Learning Outcomes	The Program Engagement Intern will develop skills in design, verbal and written communication. In addition, the Program Engagement Intern will engage with a wide variety of people and events, increasing their awareness of residential life.
Available Work Time:	Based on student's schedule



Alumna/us-Employee Name	Siuyim Ng
Department/Office Name	Educational Opportunity Program (EOP)
Email	ngs@newpaltz.edu
Number of interns requested	1
Alumna/us Biography	I obtained my Bachelor of Arts in Communication from SUNY Geneseo and a Master of Science in College Counseling from SUNY Brockport. I have been an EOP advisor at SUNY New Paltz since 2013. I manage the department Instagram page and I conduct admission presentations to prospective students.
Internship Title	Social Media Intern
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. Assist with admission presentation to prospective students.
Qualifications	Detail oriented, strong written and verbal communication skills Experience with social media (Instagram/Facebook) Ability to work independently

Open to which majors?	All majors
Intern Learning Outcomes	Increase knowledge with marketing Improve communication skills
Available Work Time	Flexible depending on student's schedule.



Alumna/us-Employee Name	Jessica Purcell
Department/Office Name	EOP
Email	purcellj@newpaltz.edu
Number of interns requested	1

Alumna/us Biography:	Graduated from New Paltz with an undergraduate degree in Psychology and a Masters of Science in Mental Health Counseling with a concentration in Disaster Mental Health. Currently in my 15th year as an EOP Advisor and 15th semester teaching adjunct for the Psychology Department. My work at EOP is student centered, priority is one-on-one student advisement. Secondary responsibilities include the EOP Biennial Conference, EOP Week, LGBTQ Liaison, and Student Initiative Programs.
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Internship Title:	Program Development and Event Assistant
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Internship/Project Description	Assist in researching and developing new programs for students, assist in marketing, and all aspects of event management.
Qualifications	Interested in student programming and events. Strong organizational skills and ability to work independently as well as in groups.
Open to which majors?	All Majors welcome.
Intern Learning Outcomes	Time management and long-term planning. Assessment and research skills. Communication and media design basics.
Available Work Time:	To be arranged



Alumna/us-Employee Name	Sarah Roberson
Department/Office Name	Records & Registration
Email	robersos@newpaltz.edu
Number of interns requested	1
Alumna/us Biography	<p>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.</p>
Internship Title	Course Cataloging and Scheduling Intern
Internship/Project Description	Assist with course catalog and schedule updates. Including processing course changes and additions, Schedule of Classes updates and course tracking.
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	Learn the life cycle of a course from approval to student schedule. Strengthen organizational, administrative and communication skills.
Available Work Time	Monday - Friday 8:30am-5:00pm



Alumna/us-Employee Name	Jenny Russo
Department/Office Name	Center for Student Engagement
Email	russoj9@newpaltz.edu
Number of interns requested	1
Alumna/us Biography	I graduated in 2020 with a degree in International Business and graduated this past May with my MBA. I had a first year intern last year and she was a great help. As the Student Union Coordinator I oversee all events in the Student Union Building, student building employees, and anything else happening in the building.
Internship Title	Commuter Services Intern
Internship/Project Description	The Commuter Services Intern will conduct rounds of the new commuter lounge and help the Center for Student Engagement assess the effectiveness of commuter programs.
Qualifications	The student should have an understanding of how to conduct research and effectively translate results into a report.
Open to which majors?	All

Intern Learning Outcomes

The student will learn how to conduct research and gain skills in customer service, technology, and building management. The student will also learn about the Center for Student Engagement and how it supports students on campus.

Available Work Time

M-Th: 7:30 am -1:00 am Fri: 7:30 am – 12 am Sat: 9:00 am - 12:00 am Sun: 12:00 pm - 12:00 am



Alumna/us-Employee Name	Jessica Smeeks
Department/Office Name	Anthropology Department
Email	smeeksj@newpaltz.edu
Phone Number	(828) 308-5899
Number of interns requested	2

Alumna/us Biography

I am finishing my Ph.D. in Anthropology from SUNY Binghamton, and this is my second year as a professor at SUNY New Paltz. My specialization is Andean Archaeology. I work in the South-Central Highlands of Peru, in the Ayacucho Region. I earned a B.A. in Anthropology from the University of North Carolina at Chapel Hill and a M.A. in Maritime Studies and Nautical Archaeology from East Carolina University. While working on my Ph.D. exams, grants, and research, I was the anthropology instructor at Caldwell Community College and Technical Institute in Hudson, North Carolina. My primary research examines the interrelationship between warfare and sociopolitical organization during the Late Intermediate Period (AD 1000-1450). I consider how pre-Incan people practiced war and how these practices relate to their societal structure, including configurations of kinship, leadership, alliance, and enmity. My research has included several undergraduate and graduate volunteers and researchers from the Universidad Nacional de San Cristóbal de Huamanga in Ayacucho, as well as Binghamton University.

Internship Title:	Latin American Cultural Studies Intern
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Internship/Project Description

This internship affords a first-year student the opportunity to learn about a prehistoric culture of the Peruvian Andes and acquire some research experience (knowledge and skills) that will prove beneficial in any career path. The intern will do a combination of curatorial work, organizing, cataloging, and managing a large collection of architectural, landscape, and artifact (ceramic and lithic) photos, and data entry, translating lab and field notes on ceramics and architecture and assembling a database on the finds.

In an effort to further the students Professional Resume/Curriculum Vitae, this internship also comes with the option of formulating a research project (options are endless, including photograph based art projects, statistical data projects, architectural analysis/comparison projects, ceramics analysis projects, etc.) to be carried out in conjunction with their regular duties. The findings of this research can be presented informally for interested majors and/or formally for a research symposium/conference.

Qualifications

This position requires strong organization, communication, and computer skills, attention to detail, motivation, dedication, and a desire to develop, conduct, and present a personal research project.

Special preference will go to bilingual (Spanish and English speaking) students, who can easily translate written Spanish and students with a knowledge of Excel [and/or ArcGIS].

Open to which majors?

Open to all majors, but special consideration will go to Anthropology and Latin American and Caribbean Studies majors and minors

Intern Learning Outcomes

As a result of this internship, the student will develop skills in spreadsheet entry, statistical analysis, collection cataloging, time management, organization, cultural relativity, and translation. They will also have the opportunity to gain experience in developing and carrying out research, as well as publicly presenting research.

Available Work Time

Available Work Time:
Mondays 11 to 5
Tuesdays 11 to 1; 3:30-5:30
Thursdays 11 to 5
Fridays 11 to 1; 3:30-5:30
Potential Distance Hours Available on Wednesday



Alumna/us-Employee Name	Valerie Turco
Department/Office Name	Center for Student Media
Email	tremblav@newpaltz.edu
Number of interns requested	1

Alumna/us Biography

I am a 2005 and 2010 graduate of SUNY New Paltz. My undergrad was in Radio/Television Production (now DMJ/DMP) and I spent a great deal of time working with our college radio station, WFNP. I interned with Cumulus Media while at New Paltz, and post graduation I began working for them, and continue to do so currently (now known as Townsquare Media). I received my graduate degree from New Paltz in 2010, an MPS in Humanistic Multicultural Education. I currently serve as the Director of the Center for Student Media, overseeing/advising the student run media groups (radio, video production, print).

Internship Title	Digital Media Intern
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Internship/Project Description	The Digital Media Intern with the Center for Student Media will have the opportunity to work with all of the Student Association media organizations that fall under CSM. They will get hands on experience developing radio shows, writing digital content for websites, assisting with news coverage on campus, help with archiving for the New Paltz Oracle as well as contributing to video projects with Hawk Studios (video production club).
Qualifications	Would prefer someone who has experience with the Adobe suite and an interest in digital media and communications. Must be able to work independently as well as contribute to a team. Much of our breaking news coverage, script development, digital pieces, and post-production assignments are completed alone, however, collaboration across departments and organizations is also a big part of the job.
Open to which majors?	Digital Media Journalism Communication *preferred
Intern Learning Outcomes	<ul style="list-style-type: none"> -Experience operating industry grade equipment -Understand the impact of the digital media process/development of a media package -Develop new technical skills/improve upon existing knowledge -Demonstrate ability to collaborate with others on large scale projects while also working independently on small-scale production
Available Work Time	Flexible work hours, including evenings and weekends



Alumna/us-Employee Name	Joseph Vlachos
Department/Office Name	Digital Media and Journalism Department
Email	vlachosj@newpaltz.edu
Number of interns requested	1

Alumna/us Biography	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
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Internship Title	Digital Production Intern - Digital Media Production
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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.
Available Work Time:	Monday- Friday 10:30-12, 12:30-2



Alumna/us-Employee Name	Erica Wagner
Department/Office Name	Center for Student Engagement
Email	wagnere@newpaltz.edu
Number of interns requested	2

Alumna/us Biography

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 as Assistant Director of Community and Civic Engagement, I have the opportunity to work with New Paltz students who want to be involved in their community and gain valuable experience through volunteer work. I have created and implemented many 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. In addition to volunteer programs, I am also responsible for all voter registration and engagement initiatives on campus, and commuter services.

Internship Title	Community Engagement Intern
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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 one intern for the Alternative Spring Break program and another for more general volunteer and engagement outreach initiatives.

1. 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. **In addition to regular weekly meetings and tasks, must be available for the program which is anticipated to take place March 11-17, 2022.
2. The second intern will work with the Graduate Assistant for Community Engagement to implement workshops, outreach, and one-day volunteer programs to engage more students on campus and in the community.

Interns will attend weekly meetings to assist with the planning of programs, and reach out to local non-profit organizations to set up volunteer activities. A final work plan will depend on the interns' strengths and interests.

Qualifications

Seeking an intern with an interest in volunteer-leadership! This position is open to students in any major with strong research, organization, and interpersonal skills. The intern will work closely with Erica, Jessica Schimek (Graduate Assistant), 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 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?

All

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.

Available Work Time:

3-4 hours per week (to include 2 meetings) within business hours to be set based on availability of mentor team.



Alumna/us-Employee Name	Eric Wood
Department/Office Name	New York Public Interest Research Group (NYPIRG)
Email	woode3@newpaltz.edu
Number of interns requested	5
Alumna/us Biography	As an undergrad, I studied environmental studies and I have been working with NYPIRG, fighting for the public interest since 2005. I work as the campus coordinator at SUNY New Paltz where I run an internship program, an annual voter registration drive, weekly events and activities and more.
Internship Title	Project Leader NYPIRG Intern
Internship/Project Description	<p>NYPIRG will work on a number of major campaigns each semester, each with a set of semester long goals and long terms objectives. The projects we work on will include a range of organizing opportunities, including planning events, working in coalitions, performing outreach and education, and receiving media coverage for the issue. Through such activities, interns will not only learn about the issue area they are working on, but they will learn public speaking, time management, persuasive speaking, research, advocacy, and writing skills as well. Consequently, our interns graduate with fuller resumes, endless resources, and great recommendations! Through this internship, you will make a positive impact on your life in school, as well as in your community.</p>
Qualifications	Must be enrolled as a SUNY New Paltz student

Open to which majors?	All majors
Intern Learning Outcomes	<ul style="list-style-type: none">• Public Speaking• Writing for Advocacy• Media Outreach• Coalition Building• Event Planning• Time Management• Advocacy
Available Work Time	M-F, 9-5
