



Stephens College

Sponsor:	Danielle Kanclerz (2012)
Title:	Admissions Counselor
Dates of Externship:	March 10-14, 2014
Location:	Columbia, MO
Organization Website:	www.stephens.edu
Organization Description:	Founded in 1833, Stephens College is the second oldest women's college in the country. Our students enjoy individualized attention, lots of leadership opportunities and small class sizes while living in Collegetown, U.S.A.
Industry:	Communications / Media, Counseling / Psychology, Education / Academics, Marketing / Advertising
Areas of Interest:	Communications
Experience Range:	The Extern will be able to observe me in my daily working environment. This includes communicating with prospective students via telephone, e-mail, and on-campus interviews. They will be able to observe student tours of campus and meetings with faculty. If the opportunity should present itself, they are able to travel to college fairs and high school visits with me (depending on time and expense). They are also welcome to meet with the financial aid and transfer counselor to see how those elements work with the overall process. They will conduct research on my particular travel territory and high schools of individual applicants. They will also attend school-wide events and departmental meetings with me. A small project they will complete might include developing a travel itinerary for a high school visit or college fair in the St. Louis area or the state of Illinois.
Additional Comments:	Business Casual The student should understand that a great deal of the externship will be observation, but it's also what they make it. The externship can be flexible to meet specific interests or needs.