

First name	Last Name	Department	StAP Internship Title	Position Description	Skills/Qualifications Required	Examples of Assignments/Duties	Career Applications	Unique Responsibilities
Zack	Long	Ancient, Medieval, and Renaissance Studies Program (AMRS)	Managing Editor	The Ancient, Medieval, and Renaissance Studies program (AMRS) seeks a managing editor to create an online hub for its heretofore print magazine, The Trident, as well as develop a fresh interface for its study abroad blog, the AMRS Blog-Abroad. In addition to helping to design and integrate these sites, the managing editor will oversee the production of both publications (whether in online or print versions), which serve faculty and students enrolled in AMRS classes across 9 departments (English, Comparative Literature, History, Classics, French, Spanish, Philosophy, Religion, and Music) in addition to majors, minors, and alumni in Ancient Studies, Medieval Studies, and Renaissance Studies. Finally, the managing editor will help to develop new digital content and features for AMRS's new online presence to spark interest and foster community among current and prospective students, alumni, and faculty.	<ul style="list-style-type: none"> Excellent writing skills: an ability to write concise, cogent and compelling stories Strong knowledge of grammar and mechanics Strong organizational skills, including an ability to manage multiple tasks Good interpersonal skills for reaching out to alumni, students, and faculty Good grasp of basic layout and design, and a willingness to learn publishing software and online platforms Experience with social media An ability to mentor younger writers and contributors Ability to keep deadlines – Previous journalism experience a plus, but not required Previous experience with web platforms (e.g., WordPress) or publishing programs (e.g., Publisher) is a plus, but not required. 	<ul style="list-style-type: none"> Web Design • Designing a website that reflects the needs and interests of AMRS publications and audience Developing an online aesthetic that reflects the tastes of the AMRS audience Cultivating a social media presence to publicize and promote AMRS publications and events Story Creation • Generating story ideas, including recruiting students, faculty, and alumni to write articles for AMRS publications Soliciting news from faculty at OWU and in the greater Delaware/Columbus area Shaping the ideas proposed by writers so that they meet the interests of the AMRS audience Researching appropriate bibliography to assign to writers Editorial Oversight • Fact-checking submitted materials against the published record and with the aid of faculty in the relevant disciplines Revising copy with writers, teaching best-practices in journalism for clarity, cogency, and coherence Editing submissions for grammar and mechanics to ensure compliance with style-guidelines Editing submissions for proper citation practice to ensure compliance with the OWU Academic Honesty policy Seeking permissions to reproduce non-original materials Selecting the year's best stories and features to create a special print edition of the Trident for dissemination at Admissions events Project Management • Meeting with the Faculty Supervisor of the Trident and/or the Program Director to establish timetables for website development and the publication of online and print materials Managing timetables for contributors, including setting deadlines for and providing prompt feedback on assignments for all publications Acting as a liaison with faculty and staff, including the library, to gather information about AMRS faculty, student, and alumni research and/or curricular innovation to be featured in publications. 	Journalism and Multimedia Communications Editing Publishing Marketing & Public Relations Cultural Heritage Careers (e.g., museum work) Higher Education Management	This year's AMRS StAP position is distinguished by the fact that it will provide the successful applicant with an opportunity to create an online presence for the AMRS program's publications from the ground up. While the Trident has been a successful student-run print magazine for many decades, it has never had an online home. Rather than merely porting print content directly into an online platform, this internship will explore how the needs and characteristics of web-based publication differ from those of print media, and develop a website for the Trident that is not only reflective of its enduring character, but also tuned to the needs and desires of online readers and consumers. By overseeing the development of both the online and print versions of the Trident, the successful applicant will have the opportunity to compare, contrast, and gain valuable experience working within both media. In addition, by redesigning the AMRS's study abroad blog and integrating it into its online presence for the Trident, this student intern will gain practical experience in transporting digital content across platforms. Finally, while many departments, programs, and organizations at OWU maintain a social media presence, AMRS is one of very few programs with an ongoing student-run publication of the quality of the Trident. The successful applicant will therefore gain experience developing content appropriate both to long-form print and digital publications, as well as shorter pieces suited to online and social media platforms.
Surendra	Ambegaokar	Botany & Microbiology	Cell Culture and Media Manager	The position requires managing various mammalian cell cultures to be used for research and teaching purposes. Three to four different cell lines will be required to be managed, each with unique nutritional (media) needs and passaging requirements. Thus, the position requires routine monitoring of cells via live microscopy, making sterile media, weekly passaging of cells into new flasks, and seeding plates for experiments. The position also requires maintenance of media for Drosophila lines.	<ul style="list-style-type: none"> Knowledge of sterile technique and working in a sterile hood. Experience with culturing and passaging mammalian cells. Making sterile cell culture media using filtration bottles. Relevant coursework will include either BOMI 357 (Molecular Virology) and/or ZOOL 356 (Immunology). Strong organizational skills highly valued. 	<ul style="list-style-type: none"> The position requires work on Mondays and Fridays each week, with more flexible times available between Tuesday through Thursday. Special projects may include transfection of cells with plasmid DNA, staining of cells, and fluorescence microscopy, in support of research of neuronal development, viral infections, and/or genetic regulation. Training in autoclave-based sterilization will be given. 	Biomedical research related to cancer, genetics, immunology, microbiology, virology, cell biology and/or neuroscience. Can be useful to lab positions directly after graduating, or as useful experience when applying to graduate programs in the fields listed above.	There is currently no position offered on campus that is similar to this, which requires this type of laboratory skill, specifically in working with mammalian cells and mammalian cell media. However, this experience can be acquired through at least 2 different courses offered at OWU (BOMI 357 and ZOOL 356), or through previous research experiences. Strong experience with mammalian cells is an uncommon at the undergraduate level, and the job duties for this position would greatly extend the cell culture skills of the student, which would be very advantageous when applying for full-time positions in a biology-focused laboratory, where such skills would be highly valuable, and demonstrate an ability to manage complex but routine tasks in a laboratory environment.
Ashley	Hejmanowski	Chemistry	Chemical Hygiene Clerk	This position involves helping Ohio Wesleyan University meet its federally mandated responsibility to maintain an accurate and current chemical inventory of the chemicals present in the Department of Chemistry	<ul style="list-style-type: none"> Must have taken one full year of organic chemistry or equivalent. Ability to work independently or with minimal supervision. Mid-level experience working with chemicals in a laboratory setting. General understanding of chemical nomenclature. Basic proficiency with Windows and Excel software. 	<ul style="list-style-type: none"> Update and maintain the chemical inventory for the Chemistry, Geology, and Physics Departments using the cloud based barcoding system Vertere. Maintain Safety Data Sheet collection Maintain the labeling of chemicals to meet federal regulations. Insure that chemical supply locations meet safety codes for chemical storage. Remove outdated chemicals from Chemistry department inventory. Learn how to package and label hazardous waste streams created by the chemistry department teaching and research labs to meet OSHA/EPA regulations. 	The student who fills this position will learn information and skills that will be helpful in a number of fields, including chemistry, chemical engineering, environmental science, hazardous waste management, industrial hygiene, safety engineering, occupational health, and library science.	The focus on chemical inventory and chemical safety is unique to this position. It is the only position involved with the Chemistry department that uses the Vertere system and the only one at the University that has a large volume of chemicals to maintain.

Debbie	Lewis	Development/Gift Planning	Lifelong Learning Institute Intern	Seeking an intern to help develop and execute the first term offered of the Lifelong Learning Institute at Ohio Wesleyan. The LLI offers 6-week non-credit bearing courses for adults age 55+, taught by volunteer presenters on topics from culinary trends to film studies to Delaware history, and more.	Seeking positive attitude, solid customer service skills and a willingness to learn new things and work with new people.	The intern will assist with facilitating courses, developing and executing a marketing plan, budget management and customer service tasks.	All majors are welcome. Those interested in education, non-profit work, event planning or marketing may be especially interested in this role.	This position offers an opportunity to help implement the Lifelong Learning Institute program and Ohio Wesleyan. You will gain experience in selecting courses and doing budgeting and marketing for this new and exciting program.
Barb	Wiehe	Enviornmental Health & Safety	Enviornmental Health & Safety Intern	Internship with EH&S office to help with compliance to the government regulations for employee safety and health including pollution prevention and environments concerns.	Strong Environmental Science Background and College Level Chemistry course work, Microbiology Experience preferred	OSHA and EPA concerns for campus laboratories, management of laboratory waste, review safety regulations, and prepare newsletters, create and update bulletin boards and poster displays Update Website as necessary	Public Health, Engineering, Occupational Health	There will be routine duties such as monitoring Waste streams and newsletter creation. Also as safety topics arise on campus this position will research and report current solutions to handle those issues.
John	Krygier	Geology & Geography, E&S	Geographic Information Systems & Sustainability Assistant	The Geographic Information Systems (GIS) & Sustainability assistant helps with diverse tasks related to the Department of Geology and Geography GIS and Computer Lab as well as ongoing sustainability efforts on campus. One part of the position involves assisting faculty and students with research projects related to GIS and Remote Sensing (RS). Students will assist with technology (software, hardware) upgrades, aid students and faculty with questions and problems related to GIS and RS. Typically, more than half the students in GIS and RS courses and faculty assisted are outside of the Department of Geology and Geography, so this is a position requiring the student to deal with a diversity of OWU students, staff, and faculty. Ongoing campus sustainability efforts are also part of this position, particularly those related to the OWU Sustainability Task Force (Dr. Amador Rowley, chair) and the Environment & Sustainability Program (Dr. Krygier & Dr. Anderson, co-directors). Students in the position will work with faculty, staff and students (including those in GEOG 360 & ENVS 399) on campus sustainability projects. Students will engage with additional research projects with Krygier or Amador Rowley related to courses and student research projects. Two students who previously held the position were authors on research papers published in part based on work undertaken while in a STAP position.	Candidates should be organized, enthusiastic, and work well with other people (students, staff, faculty). Competence in ArcGIS software and other related hardware and software issues related to the GIS lab. Preferable to have taken Geography 222, 353, 355 and/or 369. Experience with sustainability efforts on campus. Background with some natural science or social science environmental studies.	Assistance with ongoing GIS and RS projects including - Delaware Neighborhoods Project (in collaboration with the City of Delaware Utilities) - Delaware Run Master Plan (in collaboration with OWU B&G, City Parks Department, City Watershed Coordinator) - Climate Collaborative / Online GIS Project: in collaboration with students and faculty at Otterbein and OSU Marion - Climate Change and Polar Ice research, in collaboration with Nathan Amador Rowley - Costa Rica Collaboration, with Geoporter, Bahia Ballena, Costa Rica Assistance with ongoing sustainability projects including - campus biodiversity, native plants and animal habitat development - campus hyper-local foods initiative - campus recycling issues - sustainability student engagement - collaboration with WCSA and E&W and Tree House on projects - maintain and update campus sustainability plan - liaison with campus Sustainability Task Force	GIS, Geospatial, Geography, Environmental Sciences, Planning, Public utilities and parks, sustainability coordinator, environmental lobbyist, graduate school	This position (offered for over 15 years) is distinguished by its diversity of real-world projects the student works on, the collaboration with on and off campus partners, and tangible outcomes (such as published research). The projects are all real-world applications that continue to have a tangible impact on campus and community. Students in the position have helped develop the campus sustainability plan as well as move forward efforts on local foods, reusable food containers, etc. The GIS and RS projects are interrelated with sustainability efforts and include engagement with professionals from the City of Delaware, campus staff (B&G, Dining), other faculty, staff, and students.
Amy	McClure	Honors	Student Honors Program Director	Coordinate all co-curricular activities for students in the Honors Program. Provide website information to campus web master. Serve as student representative to the Faculty Honors Program. Create Honors Newsletter. Monitor and help staff the Honors Center.	Current Honor student (preferred) Excellent Word Processing and Excel skills Knowledge of newsletter software Demonstrated ability to follow projects through to completion Demonstrated ability to work well with minimum of supervision Strong oral and written communication skills	Increase visibility of the program through extensive marketing Run weekly meetings and produce meeting minutes Recruit new students to the program Organize and run the Student Honors Board Coordinate all co-curricular student honors events Attend Faculty Honors board as student representative Publicize all Honor events and opportunities Staff Honors Center	Management, Public Relations, Event Planning, University Student Services- essentially anything that requires one to be organized and able to motivate people	This is the only position that keeps the student part of the Honors Program continuing. It is vital to the Honors Program in general.

Jill	Hayes	Office of Career Services	StAP Intern	This position will include the collection and organization of career outcomes for the Class of 2019 for the annual report, assist with the Alumni in Residence mock interview scheduling, and assist the StAP coordinator with emails, forms, and website maintenance regarding the StAP program, and various other projects involving the Office of Career Services.	Organized Dependable Flexible/adaptable Ability to meet deadlines Ability to communicate professionally (written and oral) Passionate about the goals of Office of Career Services Basic knowledge of Google Drive/Sheets/Docs/Forms Team player able to work with other students and staff	-Communicate with OWU alumni to schedule visits and events on campus for the Alumni in Residence Program -Collect responses via survey, internet, and phone from 2019 graduates and organize for report in the Spring -Update the StAP forms and timeline -Assist/attend Office of Career Service meetings and events as needed	Career Services Higher Education Data Collection/Organization Scheduling/Recruitment Event Management Internet/Phone Research	This position differs from the other Career Services interns in that the projects are clearly defined and separate, and the student will report directly to the Career Connection Coordinator.
Molly	Vogel	Office of University Communications/University Advancement	Editorial Assistant, OWU Magazine	The Editorial Assistant will complete writing and proofreading assignments, as well as assist with the overall production of the OWU Magazine, which mails three times a year to OWU's 21,000-plus alumni. The student will assist the Magazine Editor with duties including: proofreading, fact-checking, interviewing, writing, archive research, and photography planning. In a creative team environment, the student also will learn about graphic design, printing technology, and publication management.	Knowledge of the Chicago Manual of Style and/or The Associated Press Stylebook is helpful. Courses or other experience in magazine or news writing also is helpful. A strong knowledge of spelling and grammar is required. 3-5 writing samples must be submitted with this StAP application. Familiarity with OWU Magazine is helpful. The magazine is online at owu.edu/magazine.	-Interviewing alumni, students, and faculty for feature stories - Writing magazine stories ranging from 500-2000 words - Contributing story ideas during planning of each issue - Compiling Faculty Notes from submitted items - Proofreading each issue prior to print	This internship is ideal for anyone interested in marketable career experience in journalism, creative writing, or editing and publishing. The student will complete the internship with a portfolio that includes published writing helpful for future job applications.	The Editorial Assistant is the only student position available for the OWU Magazine publication. This student will see their work published and in front of the eyes of 21,000+ alumni. This position offers high-level editing experience, writing experience (guided by professional staff writers), and experience in the overall production of a magazine.
Mike	Brockfield	OWU Campus Store	Marketing & Promotions Intern	Intern will develop and implement Promotions strategy for OWU Campus Store with input from Manager and Assistant Manager. Intern will analyze margin, pricing and sell-through rates of items and categories to determine best strategy for current and future promotions. Intern to also review website with OWU Campus Store manager to improve online presentation. Long term goals to include periodic review of coupon and promotion performance and adjust as needed. As secondary focus and as hours permit, intern will review merchandise assortment in store with Manager and Assistant Manager and determine areas of opportunity. Intern will be expected to provide general assistance and customer service in store but no cash handling or register duties will be assigned.	Candidates should have interest or background with data analytics. Ability to review and interpret business reporting preferred. Prior experience in retail preferred but not required.	Intern to create promotions for store: determine promotional pricing in relation to cost and margin rate, time length, work in conjunction with Manager for promotion via social media or other methods. Periodic review of coupon usage and analysis of items on promotion to refine or adjust future promotions. Review website to improve presentation through description, item name, images used to create optimal online experience.	Marketing, Business, Promotions, Retail	This position will allow interns to develop, refine and put into practice marketing and business analytics skills in a business setting on campus while furthering the mission of the University.
Jim	Franklin	Politics & Government	Mock Convention Programming Assistant	This assistant will work with Prof. Biser and the Mock Convention Executive Board to plan, publicize, and implement various events through fall semester leading up to Mock Convention in February 2020. The assistant will play an important role in overseeing the logistics of the Mock Convention itself. After the event, the assistant will help to pack up and store materials from Gray Chapel and will produce reports on the 2020 Mock Convention.	Needs to be organized and self-motivated. Preferably with experience working on a team on event planning.	Reserving a room for a roundtable discussion, advertising the event on campus, making sure that posters with Mock Convention logo and upcoming events are posted at the roundtable. Assisting with guest speakers. Helping to set up Gray Chapel for the main event. Producing a report on the Mock Convention 2020 events, which can be used to help streamline Mock Convention 2024 and be sent to other interested parties.	Politics and Government; intern will learn about party conventions and will likely meet prominent politicians who speak at the Mock Convention. Experiences could be valuable in event planning in nonprofit organizations.	We have work-study students who do a variety of office tasks for the Politics and Government and SOAN departments, but this position will concentrate on the significant additional duties related to Mock Convention. There will not be overlap between the positions.
Laura	Tuhela-Reuning	Scanning Electron Microscopy Laboratory	Scanning Electron Microscopy Student Liaison	The Scanning Electron Microscope Student Liaison is a vital part of the G.W. Burns Scanning Electron Microscopy Laboratory. This student has a variety of responsibilities. The Liaison often assists other students who need to use the scanning electron microscope (SEM) for research or classroom work. The Liaison also works with faculty members who need to use the SEM for research or need to bring their entire class to the lab for a part of the regular laboratory classwork. The Liaison publicizes the SEM lab to let others on campus know of its availability and uses. In this way, students from non-science disciplines, such as fine arts and music, have used the SEM for some of their work. The Liaison maintains an electronic presence for the lab by updating the SEM webpage and online searchable image database. The Liaison interacts with prospective students and their families, demonstrating the capabilities of the SEM lab and explaining how unique it is that the facility is available to OWU students. The Liaison is a vital, approachable, and knowledgeable ambassador for the SEM lab and for OWU.	Ability to work independently Ability to work effectively and cooperatively with other students or faculty Computer skills, experience with or willingness to learn web design and database maintenance Attention to detail Previous SEM experience or willingness to learn how to use the SEM Internet search experience Good written skills Initiative Experience with designing and constructing posters	Promoting student use of the scanning electron microscope (SEM) Publicizing student use of SEM Assist prospective OWU students in using the SEM Preparing posters of current projects and/or SEM capabilities Prepare SEM for student use Assist students and faculty with SEM use Maintaining the Internet web page for the SEM Laboratory Updating the searchable database of OWU SEM images	Graduate school in the sciences or arts, University Professor, Teacher, Scientific writer/communication, Scientific researcher, Government laboratories, Public health, Medical fields, Community Service	This is an opportunity to gain or increase proficiency using the scanning electron microscope. OWU is unique in that most undergraduate schools do not have a scanning electron microscope. There is no other university position whereby students have such access to the scanning electron microscope. Students also develop mentoring skills by assisting other students who use the microscope. They also gain confidence and interpersonal skills by assisting other faculty members on using the microscope. Furthermore, students learn to develop and use good laboratory practices (GLP) and standard operating procedures (SOP), skills desirable by most employers but not usually something students learn in classroom laboratories.

