

# **Student Assistantship Program (StAP) Internships**

*Oh-Wood!*

**2022-2023**  
Academic Year

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# Student Organizations Accounting Intern

**Supervisor:** Jennifer Seely | jaseely@owu.edu | Accounting Manager

**Hours:** 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

**Department:** Accounting

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**Job Description:** This position is an internship that will support the Accounting Office. The Intern provides support to the Accounting team while gaining valuable experience relating to higher education administration and accounting practices for a University. The Accounting team is comprised of the Controller, Accounting Manager, Senior Accountant, and Accounts Payable Accountant. The position will also interact with other offices across campus including Student Involvement.

The Intern will be working under the direction of the Controller and Accounting Manager with assistance and input from the entire accounting team, the finance team, and Student Involvement. The Intern will be assisting with the documentation of funding of student organizations across campus and reviewing different alternate processes.

This position will truly have a chance to see the inner workings of university accounting. It will give the student an opportunity to better understand how process changes and improvements take place. The Accounting Intern will have an opportunity to be a part of projects that impact the entire OWU community and the University in years to come.

## **Qualifications:**

Ability to maintain confidential and sensitive information.

Strong interpersonal communication skills, attention to detail, and organizational skills.

Strong computer and technology skills. Familiarity with Google Apps and Microsoft Office is preferred.

Professional interview manner.

Ability to work independently, but also as part of a team.

## **Examples:**

- Work closely with Student Involvement office to learn current student organizations funding process and student government budgetary guidelines.
- Work with the Accounting office to learn the accounting process for student organizations.
- Work with both offices to determine the needs of each area and where there are disconnects in the current process.
- Research student organization funding of other universities.
- Investigate systems used by other universities.
- Make recommendations for streamlining or other process improvements.
- Document new processes and procedures.

**Applications:** Accounting, Finance, Business Administration, Student Involvement, Higher Education Administration

**Unique Responsibilities:** This position will have the unique opportunity to work with both the Accounting and Student Involvement Offices on a joint project. The project is intended to improve the budgeting and funding of student organizations.

# Bishop Ambassador Student Director

**Supervisor:** Julie Weller | jkweller@owu.edu | Campus Visit Coordinator

**Hours:** 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

**Department:** Admission

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**Job Description:** The Bishop Ambassador Intern will serve as the leader of our tour guide program. They will assist professional staff in scheduling, training, and overseeing our tour guide staff. They will be responsible for weekly correspondence with tour guides, collaborating with other offices on campus to ensure tour guides are up to date on campus operations. The Bishop Ambassador Intern will also work with admission office volunteers getting them involved in panels, virtual events, and postcard writing campaigns. This position will serve as an assistant to the campus visit coordinator and assist with daily office operations that may include communication with coaches, professors, and admission staff. The Bishop Ambassador Intern will also assist admission staff in running the OWU Admission social media accounts, generating the content, and coming up with creative ways to talk about OWU on social media.

**Qualifications:** Strong written and verbal communication skills, ability to work independently, excellent organization and time management, ability to think creatively and strategically, focus on confidentiality, ability to be flexible, and demonstrated willingness and excitement energetic to work with a big team.

**Examples:** Collecting student schedules to build our tour schedule, giving tours to prospective families, greeting and welcoming families to the admission office, building out consistent training opportunities for tour guides, facilitating Saturday tours, collaborating with admission staff on virtual events and other admission tasks as assigned. Posting weekly content to Admission Office social media accounts. Coordinating office projects such as mailings and postcard writing campaigns.

**Applications:** Higher Education Administration, Alumni Relations/Advancement, Non-profit management, Volunteer Relations

**Unique Responsibilities:** The Bishop Ambassador Intern will gain valuable knowledge in leadership and thinking creatively. Tasked with a wide range of projects, this intern will have the unique opportunity to help the Admission Office market, plan, and implement activities through the eyes of a current OWU student.

# Managing Editor & Marketing Intern

**Supervisor:** Patricia DeMarco | pademarc@owu.edu | Professor

**Hours:** 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

**Department:** Ancient Medieval and Renaissance Studies

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**Job Description:** The Ancient, Medieval, and Renaissance Studies program (AMRS) seeks a Managing Editor and Marketing Intern to oversee the online production of its two publications, its student-written magazine, The Trident, and its study abroad blog, the AMRS Blog-Abroad, which serve faculty and students enrolled in AMRS classes across 5 departments (English, History, Music, Philosophy and Religion, World Languages and Cultures) as well as the majors, minors, and alumni in Ancient Studies, Medieval Studies, and Renaissance Studies. In addition to helping to develop new digital content and features, the StAP intern will develop creative strategies to attract online readers and expand readership to a diverse audience, sparking interest and fostering community among current and prospective students, alumni, staff, and faculty.

## **Qualifications:**

- 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.

**Examples:** Web Design: Maintaining a website that reflects the needs and interests of AMRS, Cultivating a social media presence to build readership, Story Creation: Generating story ideas, including recruiting students, faculty, and alumni to write articles, Gathering news items, Helping others writers develop story ideas, Editorial Oversight: Fact-checking submitted materials according to journalistic best-practices, Revising copy for clarity and coherence, Editing submissions for grammar, mechanics & citation practice, Seeking permissions to reproduce non-original materials, Selecting the year's best features for a special Trident edition for Admissions events, Marketing Research and Data Analytics: Advancing our understanding of reader preferences and needs, Researching strategies for adapting feature articles to social media contexts, Project Management: Meeting with the Faculty Supervisor of the Trident to establish deadlines, Managing timetables for contributors, Providing prompt feedback on assignments for all publications

**Applications:** Journalism and Multimedia Communications, Editing, Publishing, Marketing & Public Relations, Cultural, Heritage Careers (e.g., museum work), Higher Education, Management

**Unique Responsibilities:** First, the student-editor functions as a manager of other student-writers, not only overseeing their editing process but also coordinating their efforts and mentoring younger writers. This is a unique level of responsibility, and it provides invaluable job experience for students as they prepare for a range of post-graduate careers. Secondly, this coming year's editor will work to generate high-quality online content across multiple platforms (such as Twitter, Facebook, and the online Trident). Thus the successful applicant will have an opportunity to compare and contrast the kinds of content that works best within a medium and across media. Learning how to reshape content to suit readers' needs and gaining experience in growing online readership will provide the kind of valuable internship experience sought by traditional print publishers today seeking to maintain viability and improve their online presence.

# Chemical Hygiene Coordinator/ Natural History Museum Curator

**Supervisor:** Lisa Tabak | lmtabak@owu.edu | Biological Sciences Laboratory Manager/Curator,  
Brant Museum of Natural History

**Hours:** 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

**Department:** Biological Sciences

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## **Job Description:**

Update Zoology laboratories' chemical inventory weekly, including but not limited to recording disposal and deletion of outdated materials, the addition of new research substances not previously used by the department, and continuous update of online Vertebrate inventory records.

Update the Museum of Natural History's digital catalog of frozen specimens weekly, including specimens added, specimens removed for use in research, given to other institutions, or prepared for display and/or research using taxidermy.

## **Qualifications:**

Completion of at least one course in the Chemistry department AND one course in EITHER the Zoology OR Microbiology listings, ATTENTION TO DETAIL, ability to work independently, familiarity with Microsoft Access, and/or Excel.

Preference will be given to students who have completed one or more of the following courses. However, these upper-level courses are not required to be considered for this position: Ornithology (ZOOL 341), Entomology (ZOOL 313), or Marine Biology (ZOOL 345).

## **Examples:**

In addition to those listed in the position description:

- Update chemical hazard labels to ensure departmental compliance with OSHA regulations
- Compile room by room hard copy chemical inventory records for quick reference in each laboratory
- Learn and carry out proper labeling and disposal methods for laboratory chemical waste
- In January of 2023, compile a list of all specimens accepted by the Museum of Natural History in 2022 from faculty, staff, students, and members of the general public, and submit this list to state and federal agencies as a condition of OWU's USFWS salvage permit
- Help develop new laboratory health and safety training materials for the Department of Biological Sciences

**Applications:** Biologist, Chemist, Museum Curator, Wildlife Manager, Physician, Public Health, Environmental Educator, Teacher, Pharmacist

**Unique Responsibilities:** This position's responsibilities do not overlap with those of any of the responsibilities of either the Department of Biological Sciences' work-study students or First Generation Interns. StAP Interns may assist First Generation Interns or Biology. Work-study students with public programs designed by any of the above students.

# Culture Curator in Microbiology

**Supervisor:** Melinda Endres | mrendres@owu.edu | Laboratory Manager

**Hours:** 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

**Department:** Biological Sciences

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**Job Description:** To assist with the care and cataloging of the department's microorganism collection while further developing laboratory skills, including aseptic technique, media preparation, culturing techniques, staining techniques, and general laboratory operations.

**Qualifications:** Skill in the use of aseptic technique, experience inoculating media, experience preparing slides and using a microscope to analyze samples, knowledge of staining techniques, knowledge of the basic shapes of bacteria, knowledge of basic laboratory safety, or a willingness to learn how to do these techniques.

**Examples:** Inoculating both agar and broth media, preparing various media as needed for culture growth, preparing microorganisms for long term storage, Gram's staining, acid-fast staining, identifying organisms using a microscope, using a pipette aseptically, helping to maintain order and cleanliness in the lab and prep areas.

**Applications:** Career fields and graduate programs include: medicine, veterinary science, bacteriology, clinical microbiology, environmental microbiology, industrial microbiology, mycology, parasitology, pharmaceuticals, biotechnology, epidemiology, food and chemical industries, ecology.

**Unique Responsibilities:** This position will provide experience specific to techniques applied in the microbiology laboratory. The student will work independently to maintain a microbial collection and collaborate with faculty and students to discover the unique characteristics of a variety of microbes.

# Fish Care Intern

**Supervisor:** Shala Hankison | sjhankis@owu.edu | Associate Professor

**Hours:** 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

**Department:** Biology

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**Job Description:** The Fish Care Intern will assist with all aspects of caring for fish used in behavioral research, including feeding, water quality chemistry, water changes, tank cleaning, and tank set-up. This may also be the opportunity to assist in ongoing research projects (optional).

**Skills/ Qualifications:** The intern must be extremely dependable (as animal care is involved) and have good communication skills. The intern should be able to work independently, but also coordinate with the supervisor and any research students. Some weekend time is involved (fish feeding).

**Examples of Assignments/ Duties:** Water quality testing, tank cleaning, water changes, fish feeding, involvement in ongoing research projects (fish behavior, growth), photographing & measuring juvenile fish

**Applications:** Animal husbandry (zoos, wildlife centers, environmental education, nature centers, etc), veterinarian, graduate school (for projects involving live animals), wildlife/fisheries

**Unique Responsibilities:** While not generally exciting or glamorous, experience in animal care is a must for students interested in continuing to work with animals after graduation. In particular, this position provides a paid internship experience that is a great resume builder. Interns get experience with animal care, problem-solving (what to do when animals are sick or the fish tank is doing poorly), and working as part of a team to oversee the fish. Interns are also encouraged to participate in any ongoing research that occurs during their internship, including studies on fish courtship behavior.



# StAP Intern

**Supervisor:** Jill Hayes | jchayes@owu.edu | Career Connection & StAP Coordinator

**Hours:** 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

**Department:** Career Connection

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**Job Description:** This position will include assisting the StAP Coordinator execute the StAP Internship Program, the collection, and organization of career outcomes for the Class of 2022 annual report, and assisting with the HHK mock interview scheduling.

**Skills/ Qualifications:** Attention to detail, organized, dependable, flexible/adaptable, ability to meet deadlines, ability to communicate professionally (written and oral), basic knowledge of Microsoft Excel, Google Drive/Sheets/Docs/Forms, ability to work with other students, staff, and alumni, and maintain confidentiality.

**Examples of Assignments/ Duties:** Collect graduate outcome responses via survey, LinkedIn, and phone from 2022 graduates and add information to an Excel file for the Executive Director of Career Connection to analyze. Set up a Sign-Up Genius and calendar invites to coordinate the HHK senior seminar mock interviews and communicate with OWU alumni to participate. Work alongside the StAP Coordinator with the execution of the StAP Internship Program.

**Applications:** Career Services, higher education, data collection/organization, schedule/recruitment, event management/planning, and internet/phone research.

**Unique Responsibilities:** This position differs from the other Career Connection Interns in that this intern will not be a peer coach and assist with resume reviews. These projects are clearly defined and separate. The student will report directly to the Career Connection Coordinator.

# Chemical Hygiene Clerk

**Supervisor:** Ashley Hejmanowski | chemstockroom@owu.edu | Laboratory Manager

**Hours:** 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

**Department:** Chemistry

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**Job Description:** 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.

**Qualifications:**

- 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

**Examples:**

- 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 the chemical supply locations meet safety codes for chemical storage
- Remove outdated chemicals from 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.

**Applications:** 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.

**Unique Responsibilities:** 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.

# Student Honors Board Coordinator

**Supervisor:** Mark Allison | maalliso@owu.edu | Associate Professor; Honors Program Co-Director

**Hours:** 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

**Department:** English

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**Job Description:** The Student Honors Board Coordinator is responsible for leading the Honors Student Board, which organizes all social, cultural, and intellectual programming for students in the Honors program. This is a vital position because it draws Honors students together and fosters community among them. As the Chair of the Honors Student Board, the Coordinator must be able to work with and achieve consensus among, people of varying backgrounds, personalities, and interests in order to achieve the program's goals. The successful candidate must be knowledgeable about the Honors program and willing to promote it enthusiastically. Additionally, the successful candidate must be self-directed, highly motivated, and able to work effectively both independently and with others.

## **Qualifications:**

- \*Current Honors Student (Current or previous member of Honors Student Board strongly preferred)
- \*Demonstrated ability to work effectively with minimal supervision
- \*Demonstrated ability to follow projects through to completion
- \*Strong oral communication skills
- \*Demonstrated ability to work effectively with other people

## **Examples:**

- \*Run weekly Honors Board meetings and produce meeting minutes.
- \*Coordinate all Student Honors Board events (typically 1 per month)
- \*Participate in Admissions recruiting events for prospective honors students.
- \*Represent the Honors program with Administration, Alumni, and Faculty as needed.
- \*Attend Faculty Honors Board meetings as a student representative.
- \*Increase visibility of the Honors program through marketing and student outreach.
- \*Oversee creation of a bi-annual Honors Student Board newsletter.

**Applications:** Honors Board Coordinator position requires and develops skills of leadership, management, administration, and event planning. These skills are highly pertinent to virtually any career field or graduate program.

**Unique Responsibilities:** As the only paid student position within the OWU Honors program, this position is singular and unique.

# Student Sustainability Coordinator

**Supervisor:** John Krygier | jbkrygier@owu.edu | Professor of Environment & Sustainability

**Hours:** 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

**Department:** Environment & Sustainability

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**Job Description:** The Student Sustainability Coordinator position plays a vital role in maintaining and developing sustainability efforts on campus.

The student will organize and lead the campus Sustainability Task Force and liaise with the Environment & Sustainability Department (Anderson, Krygier, Rowley). Students in the position will also work with faculty, staff, and students (including those in Geography 360 & Geography 499) on-campus sustainability projects. Typically, the student attends the 0.25 credit ENVS 100.2/400.1 Conversations Towards a Sustainable Future course and works with new ENVS students.

Students may engage with additional research projects with ENVS faculty, pursue environmental activism efforts, help manage OWU's Green Week, May Move Out, and other initiatives. Two students who previously held the position were authors on research papers published in part based on work undertaken while in a STAP position. The last student to hold the position was recently awarded a PhD-level graduate fellowship with full funding.

**Qualifications:** Candidates should be organized, enthusiastic, and work well with other people (students, staff, faculty). Experience with sustainability efforts on campus helps. Ability to maintain outreach and scheduling while working well without excessive oversight. Basic ability to use Google Drive apps, Doodle, etc. necessary. But who can't do that?

**Examples:** Sustainability Task Force (leadership, organization, content) in collaboration with Anderson, Krygier, Rowley. Assist with organization of May Move Out, Green Week, campus habitat enhancements (Chimney Swift Tower, bird habitats, etc.), recycling issues, food issues, composting, liaise with WCSA, Tree House, Citizens Climate Lobby, regional ROAR collaboration (Otterbein, Denison, Kenyon, etc.), City of Delaware, MTSO, Stratford, Preservation Parks.

**Applications:** Students interested broadly in the environment and sustainability. Environmental Science, Environmental Studies, Biological and Earth Sciences, P&G, Sociology, Nutrition, Psychology, etc. Future interests in environmental leadership, careers in the environment, graduate school

**Unique Responsibilities:** This position, as described above, is literal career training in that it requires passion and competence while allowing the student to pursue and develop important, practical skills. In addition, some previous students have used this position to engage in research, publication, and use the experience as a springboard to graduate school. Responsibility, leadership, motivation, and working for the better good of the environment and sustainability on campus and beyond are central to this position.

# Environmental Health and Safety Intern

**Supervisor:** Barb Wiehe | [bjwiehe@owu.edu](mailto:bjwiehe@owu.edu) | EH and S Manager

**Hours:** 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

**Department:** Environmental Health and Safety

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**Job Description:** Internship with EH&S office to help with compliance to the government regulations for employee safety and health including chemical pollution prevention and environmental concerns.

**Qualifications:** Strong Environmental Science Background and College Level Chemistry course work, Microbiology Experience preferred

**Examples:** Research OSHA and EPA concerns for campus laboratories, management of laboratory waste, review safety regulations, prepare newsletters, create and update bulletin boards and poster displays. Update Website as necessary

**Applications:** Public Health, Engineering, Occupational Health, Microbiologist, Chemist

**Unique Responsibilities:** 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.

# House Manager- Chappellear Drama Center

**Supervisor:** Bradford Sadler | bgsadler@owu.edu | Lecturer

**Hours:** 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

**Department:** Performing Arts

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**Job Description:** The House Manager is in charge of all patron relations and front-of-house interactions during theatrical performances. They are the first point of contact for customers/patrons and are the person responsible for providing assistance or information when needed.

**Qualifications:** Strong decision-making skills, Ability to work independently, Strong Communication skills, Responsibility, Ability to Organize and Manage a Team, Punctuality, Leadership, Conflict Resolution

**Examples:** Securing, scheduling, and training Ushers, Communicating with the Director and Stage Manager of the production to be aware of any specialized needs for the production, Communicating with Stage Manager about when it is time to begin performances on a daily basis, Interacting with customers and patrons, Arriving before the production begins and unlocking doors for patrons' arrival, Opening the Theatre auditorium when it is time for patrons to be seated, Receiving training on first-responder duties, including successful operation of a heart defibrillator, Remaining in the lobby of the Theatre during the performances to attend to any situations that may occur, Asking any unruly or disruptive patrons to leave if they disrupt the performance or are not following health and safety protocols

**Applications:** Communication, Public Relations, Customer Service, Management

**Unique Responsibilities:** This position differs from other student positions at the University, as it is a position of responsibility, importance, and autonomy. The student in this position must be able to work with limited supervision and communicate well with other students, faculty, and adult patrons as well.

# Scanning Electron Microscope Lab Student Liaison

**Supervisor:** Laura Tuhela-Reuning | [Imtuhela@owu.edu](mailto:Imtuhela@owu.edu) | CPT Professor

**Hours:** 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

**Department:** SEM and Biological Sciences

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**Job Description:** 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.

**Qualifications:** 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

**Examples:** 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, Preparing 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

**Applications:** Graduate school in the sciences or arts, University Professor, Teacher, Scientific writer/communication, Scientific researcher, Government laboratories, Public health, Medical fields, Community Service

**Unique Responsibilities:** 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.

# Bishop Way Ambassador

**Supervisors:** Jess Ettell Irvine | jlettell@owu.edu | Student Integrity and Community Standards

**Hours:** 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

**Department:** Student Engagement and Success

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**Job Description:** The Bishop Way is a bystander education and prevention awareness program for Ohio Wesleyan students, faculty, and staff. The program is designed to educate and empower the community to make responsible and healthy decisions. The Bishop Way Ambassador will work closely with the committee to create and implement programming, provide insight into the student experience, develop social norming and marketing materials, awareness months and prevention programming, assessment, and contribute to the overall growth of the program.

## **Qualifications:**

- Strong written and verbal communication skills
- Interest in educating peers about college health issues including, but not limited to healthy relationships, alcohol and other drugs, mental health, and sexual misconduct
- Interest in University policy
- Basic understanding of the event planning process and how to utilize campus resources
- Ability to maintain confidentiality around student data collected in assessments
- Knowledge of inclusive language and diverse perspectives; the ability to respond respectfully and professional to others that might have different perspectives or conflicting ideas to sensitive topics

## **Examples:**

- Develop engaging presentations and outlines for topics related to alcohol and other drugs, mental health, sexual misconduct, and healthy relationships
- Train peer mentors to facilitate conversations and presentations
- Serve as the student liaison for the development of peer mentorship education in collaboration with the JED Campus Committee
- Plan and execute semester programming
- Create engaging “passive” programming content for the campus community (i.e.: social norming posters, themed bulletin boards, noon-hour atrium tabling)
- Develop and analyze assessment tools for social norming campaigns and presentations.
- Generate reports for University leadership interested in the success of the program
- Collaborate with the Women’s Resource Center and Spectrum Resource Center to increase efforts
- Provide general information to students interested in understanding their options related to reporting sexual misconduct
- Support recruitment of student volunteers to help with programming, presentations, and peer education

**Applications:** Public Health, Social Work, Human Health Services, Education/ Health Education, Sociology, Psychology, Communication, HHK Health Promotion, Social Justice, Women and Gender Studies

**Unique Responsibilities:** The Bishop Way program is going into its fourth year and is becoming a strongly known program on-campus for students when discussing wellness and safety. This program’s next step is to be peer-led as research shows that students benefit from learning about wellness and safety peer to peer instead of from college administrators. After the orientation/camp program this August, all OWU students will have received comprehensive training about the importance of health relationships, safe substance use, mental health, and conflict management. The Ambassador and peers mentors are integral to the longevity of this program and keeping it engaging as the University’s curriculum develops and grows with the needs of our students.



# Student Illustrator Intern

**Supervisors:** Sara Stuntz | shstuntz@owu.edu | Creative Lead

**Hours:** 6 hrs/ week, flexible schedule | **Pay:** \$10/ hr. | **Duration:** Fall 2022- Spring 2023

**Department:** University Communications

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**Job Description:** The Student Illustrator Intern will complete illustration assignments for print, social media, apparel, and web. The candidate will gain real work experience seeing a job from conception to completion, preparing files for outside vendors and internal projects. Candidate will learn different techniques using industry software and have the opportunity to experiment with other mediums. The intern will function as a creative team member within University Communications, under the supervision of the Creative Lead. Guidance on art direction and Ohio Wesleyan brand guidelines will be provided.

**Qualifications:** The ideal candidate will have demonstrable skills in drawing and/or painting. High proficiency in Illustrator and Photoshop. Applicant should provide links to samples of work and list any relevant software experience, relevant coursework, and/or related employment.

**Examples:**

Illustrations will be created for the following:

- Magazine
- Posters
- Digital ads & other social media graphics
- Apparel and swag
- Brochures
- Postcards

**Applications:** This position is ideal for any student with a career interest in illustration and design as it relates to the marketing, advertising, and/or fashion industry. The student will experience a combination of individual and team projects, completing the internship with a portfolio of work and knowledge of pre-press production and project workflow.

**Unique Responsibilities:** This student will obtain marketable experience in producing illustrations for a variety of purposes while adhering to all University brand standards. While working in an environment that allows experimentation, the student will work on projects that most student illustrators do not have access to during their undergraduate experience. They will leave the internship with a portfolio of work to aid in their overall job readiness. Additionally, the internship will provide the student with an opportunity to collaborate with writers, editors, designers, and a project manager, mirroring a real-world creative team environment/structure.