

2012-2013 Multicultural Recruitment Intern Application

The Office of Undergraduate Admission wishes to announce the availability of multicultural recruitment student intern positions for the 2012-2013 academic year. The primary goal of the Office of Undergraduate Admission is to identify, attract, and admit students who will increase the strength and diversity of the student body. The interns' objective is to help facilitate this process by building relationships with prospective and current students, parents, and the college community.

Internship Description

Intern positions allow students the opportunity to gain first-hand experience within the field of higher education and develop event planning, managerial, time management, and leadership skills in a professional office setting. The role of the student intern is multifaceted. Interns play an integral role in multicultural student recruitment, serve as liaisons between the Undergraduate Admission Office and student organizations on campus, and assist with clerical duties related to the freshman application process. Interns report directly to the Director of Multicultural Recruitment, but also work closely with other deans and support staff.

The Office of Admission sponsors several recruitment events per year that are aimed at varying groups of potential applicants. It is the responsibility of the student interns to assist in the planning and coordinating of these recruitment programs. Although the principal objective of the student interns is to focus on multicultural recruitment, there are programs and initiatives that they will be involved with pertaining to the applicant pool as a whole including serving on general admission panels and helping with general recruitment efforts. In addition to planning these recruitment events, interns have an opportunity to present a cultural topic of their choice to the dean staff as well as attend a number of high school college fairs.

The office expects a significant time commitment from the interns. Some programs will occur in the evening and on weekends. As such, this is a paid internship.

Internship Requirements

1. Professional demeanor and adherence to all office policies
2. Solid academic standing
3. Approximately 5-8 office hours per week and be present at all scheduled programs and events (including evening and weekend events)
4. Strong communication and interpersonal skills
5. Ability to work autonomously with an interest in event planning
6. A desire to share your positive William & Mary experiences with others

Hiring Timeline

Students selected for the interview process will meet with the current Multicultural Recruitment Interns for an initial interview. Students who are selected to move to the next round of interviews will then meet with the Multicultural Recruitment Deans during the week of February 13, 2012. The new intern group will be notified no later than March 2nd.

Interns selected for the positions are required to shadow the current interns for 5 hours per week during the month of April leading up to the ESCAPE program. These hours are unpaid, but they will prepare you for the logistical work required for program management.

COLLEGE OF WILLIAM & MARY

OFFICE OF UNDERGRADUATE ADMISSION

MULTICULTURAL RECRUITMENT INTERNSHIP PROGRAM 2012-2013

Please print or type all responses in the spaces below.

Name: _____ Email: _____

Year: _____ Major: _____ Date of Birth: _____

Local Address: _____

Local Phone: _____

Home Address: _____

Cell Phone: _____ GPA: _____

Additional Information – please attach a separate sheet

1. In order to facilitate scheduling interviews, please list your spring schedule to include all class and work responsibilities as well as weekly meetings for extracurricular commitments.
2. If you have already assisted the Office of Undergraduate Admission, please indicate the programs, dates, and positions.
3. Please outline all extracurricular activities and job experiences you are involved with, or anticipate doing next year.
4. Please provide the names and contact information for two references with phone numbers and email addresses (former employer, professor, mentor, etc.).

Discussion Questions (MAXIMUM LENGTH 1 PAGE EACH)

1. Briefly summarize your interest in the multicultural intern position and what you hope to gain from this internship experience.
2. Briefly explain how your background, experiences, and personality traits will contribute to the efforts of the multicultural recruitment team.
3. Please describe any previous experiences where you have worked autonomously to complete a task that involved multiple responsibilities and time management.
4. Why do you feel multicultural student recruitment is important to the College? How can we increase the number of multicultural students at W&M?

Please return your completed application to Stacy Richardson in the Office of Undergraduate Admission no later than Friday, January 27, 2012 by 4:30 p.m.

If you have any questions, please contact Stacy at 757-221-1836 or sarich@wm.edu