

## LILLY VOCATIONAL INTERN

### **Purpose of Internship**

The Lilly Vocational Intern position will provide a concrete, coordinated opportunity for a graduating senior or recent graduate (2008) to hone his/her skills by working closely with the full array of vocational discernment programs with the Lilly Grant Program's Lives of Worth and Service for one year. In addition to contributing to the work of the Lilly Grant Program, the intern will learn by doing, gaining insights and expertise that will contribute to his/her ability to respond to a calling to serve in the non-profit sector. The models for this position are the Americorps and Lutheran Volunteer Corps programs that engage students in a year of service as they explore their career options.

The Lilly Vocational Intern will become part of the Center for Experiential Learning, the operational and administrative home of *Lives of Worth and Service*. The Lilly Intern will work under the direction of the Lilly Grant Program Director and CEL staff. In addition to participation in a variety of civic engagement and vocational discernment programs, the Lilly Vocational Intern will have the opportunity to interact with various academic departments and offices and with local community organizations.

Responsibilities will include:

- Management of programs that help students discern their post-graduate plans, with an emphasis on volunteer programs and service options, which could include regular discussions, panel presentations, workshops and/or retreats.
- Leadership with and coordination of a Homeless Immersion, the Transforming Privilege: Ideals To Action Retreat and other activities developing from the retreat.
- Development of or support with civic engagement seminars and other off-campus experiences focused on exploring social issues and how organizations attempt to address these issues.
- Collaboration in organizing and implementing Lilly Sustaining Fellows programs, including a vocational reflection conference.
- Coordination and administration of the World Wide Service Fair to promote a variety of service opportunities.
- Management of peer advisors on both on-going initiatives and individual projects related to intern's responsibilities.

Additionally, the Lilly Intern will be expected to demonstrate creativity through leadership with and development of civic engagement and vocational reflection activities emanating out of intern's special interests and talents. These initiatives will be designed to support CEL program needs.

### **Qualifications**

Applicants must be a recent St. Olaf graduate (2008) or a St. Olaf senior "on track" to receive their bachelor's degree in May 2009. Any academic background is acceptable although applicants will be asked to demonstrate how their undergraduate program and experiences have contributed to their plans for work that serves people. Applicants may

be considering graduate study after one year as Lilly Vocational Intern but must demonstrate that this study will advance a life of worth and service.

Applicants must be able to articulate the connection between their academic study, their experiential learning and their understanding of vocation. Applicants will be expected to exhibit well-developed leadership skills and demonstrate the ability to take initiative and the capacity to work independently. Experience in community or civic engagement activities is preferred.

### **Duration of Appointment**

The Lilly Vocational Internship is a 10-month term appointment (cannot be renewed) with a starting date of August 17, 2009 and end date of June 15, 2010.

### **Compensation**

Selection as Lilly Vocational Intern carries with it a monthly salary of \$2,530 with fringe benefits, including medical insurance. Pending final approval, the intern will be assigned on-campus housing.

### **Application Process/Deadline**

Only online applications submitted through St. Olaf's Office of Human Resources "Employment Opportunities" system will be accepted. Application materials should be submitted to the attention of Patricia Smith, Director of the CEL, no later than March 9<sup>th</sup>.

Applicants should submit: 1) a letter of interest that outlines the reasons for applying, specific experiences that demonstrate a commitment to a life of service, and career aspirations; 2) a resume; 3) the names of three references, at least two of which must come from the St. Olaf campus community; and 4) an unofficial academic transcript.

Selected applicants will be invited to interview March 16-18<sup>th</sup>; selection will occur by April 15<sup>th</sup>. Once an offer is made, the applicant must accept or decline within five working days.