

## Honors College Field Experience Job Description 2018-19 Academic Year

**Website:** <http://honorscollege.rutgers.edu>

### **Site Supervisor:**

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### **Time frames when student might be expected to be present at site:**

Field Experience Intern will work 8 hours per week in the Honors College. Majority of work hours are flexible to the student's schedule, however, the ideal candidate is able to attend Honors College Student Affairs team meetings on Tuesday mornings.

### **The Honors College**

*The Honors College is built on a legacy of honors education at Rutgers University-New Brunswick. Our curriculum redefines interdisciplinary education by inviting students from across the liberal arts and professional schools to live and learn together to tackle complex problems and global challenges.*

*Through an integrated and collaborative approach, students learn to be flexible enough to adapt to an ever-shifting landscape of knowledge. They benefit from the unparalleled combination of the vast resources at Rutgers, a leading global research institution, and the Honors College community where coursework is done in small groups. Students bring their experiences, creativity, and perspectives to the table, and by working with faculty and with each other, they develop their own creative abilities to take on the defining challenges of our time. They go beyond the idea of innovation for its own sake to explore change in a deeper way.*

*At the Honors College, students learn how to develop ideas from the beginning of their college experience through research opportunities, mentorships with faculty and business advisers, internships in the field, intensive development and seed funding as fellows at the Honors College Innovation Lab, and more.*

### **Description of the Field Experience Position**

The Field Experience Intern will work directly on projects for the Honors College Student Affairs unit, particularly advising, training, and developing student leaders during the 2018-19 academic year. The Field Experience Intern will also be expected to support other Honors College programs as needed, including occasional late-night or weekend program commitments.

### **Potential Projects Include:**

- Assisting in the recruitment, selection, and advising of 70+ Honors College student leaders in groups like the Student Advisory Board, Service Assembly, HC Ally peer mentoring program, and more

- Providing training and development for Honors College student leaders through monthly in-service trainings focused on specific student leadership competencies outlined by the Honors College Student Affairs unit
- Providing direct oversight of the logistical preparation and facilitation of Honors College Student Affairs events and programs, including budgeting, event space set ups, transportation, meals, giveaways, supplies, and more
- Facilitating the coordination, event tracking, and assessment of Honors College Student Affairs programs
- Supporting HC Serves, a comprehensive service-learning program and community service requirement for Honors College students by advising student leaders, coordinating community service events, and tracking service hours
- Working with key campus partners, including in-residence Faculty Fellows, various Student Affairs units, Douglass Residential College, and other academic departments
- Expanding the work of creating an inclusive community for underrepresented Honors College students, including but not limited to supporting Generation HC, the first-generation early start program

#### **Goals for Site:**

1. The Honors College aims to create comprehensive learning opportunities for students through student affairs programming based on the learning goals of Curiosity; Knowledge; and Purpose.
2. The Honors College seeks to foster social responsibility and learning through community engagement and volunteer opportunities ranging from one-day, to week long, to semester-long service projects.
3. The Honors College encourages students to make connections between their academic experience and career paths by providing comprehensive programming and support to ensure they are competitive in their future pursuits.

#### **List of selected readings that might be assigned to a student as part of their learning contract.**

- Adams, M., Blumenfeld, W.J., Castaneda, R., Hackman, H.W., Peters, M.L., & Zuniga, X. (2000). Readings for diversity and social justice.
- Cress, C., Collier, P.J., Reitenauer, V. L. & Associates. (2005). Learning through serving: A student guidebook for service-learning across the disciplines.
- Komives, S., Wagner, W. & Associates. (2009). Leadership for a better world: Understanding the Social change model of leadership development.