

A sampling of HIGHER EDUCATION field placements available through The Philadelphia Center:

Thomas Jefferson University; Career Services: TJU is a health and medical college, comprised of more than 3000 students. The Jefferson College of Health Professions (JCHP) has approximately 1600 students and focuses on Nursing and Allied Health majors. The JCHP Student Affairs Office services students through orientation, Career Development Leadership programming, etc... The Student may have the opportunity to assist with leadership and career development programming and events. The student will execute administrative tasks associated with getting the program set up and will also have the opportunity to interact with students in a high-traffic office. The intern may also assist students with career workshops, job fairs, resumes, and job searching. The ideal candidate will demonstrate and develop basic helping and counseling skills, program management, education programming, administrative leadership, problem-solving, and organizational skills. This internship provides a great way to learn about higher education programming and services. The ideal candidate will have excellent communication skills, a high level of maturity, good listening skills, a positive attitude, flexibility, an interest in helping others, and openness to diverse populations.

Thomas Jefferson University; Student Activities Intern: The Thomas Jefferson University Activities Office coordinates social, cultural and diversity programs for the entire Jefferson community. All are encouraged to participate in many events occurring regularly throughout the year, including social events, entertainment programs, co-curricular course, workshops, and more. The Activities Office allocates funds to student organizations and provides them with administrative support and resources. The Activities Office Intern will have the opportunity to be involved in all aspects of the event planning process from conception to facilitation. Particularly, the intern will be involved with logistics, budget management, graphic design, public relations, event planning, and management of various social, cultural, co-curricular, and diversity programming. The intern will be involved in the facilitation of an extensive discount ticket program. Areas of involvement include research, communication, contracts, inventory receipt and management, sales, tracking and reporting. The Activities Office Intern will also assist with the administration of student organizations, fiscal management, customer service, and day-to-day office procedures. Due to our smaller size, interns will have the opportunity to be more hands on and create a more in-depth experience for themselves.

Thomas Jefferson University; Marketing and PR Intern: Jefferson College of Health Professions (JCHP) is part of Thomas Jefferson University, an academic health center that also includes Jefferson Medical College, Jefferson College of Graduate Studies, and Thomas Jefferson University Hospital. Located in Center City Philadelphia, JCHP is comprised of three Schools: the Jefferson School of Health Professions, offering degrees in bioscience technologies, couple and family therapy, occupational therapy, radiologic sciences and physical therapy, the Jefferson School of Nursing, and the Jefferson School of Pharmacy. The Department of Marketing and PR supports the student recruitment efforts of all three schools. Tasks include developing recruitment

materials (brochures, flyers and direct mail), writing website content, performing public relations activities, organizing photo shoots and planning special events. The department reports to the College Dean's office. Tasks include, but are not limited to: writing and editing text for brochures, websites, alumni magazine articles, etc.; assist with research, including developing and sending surveys, planning and helping to conduct focus groups, analyzing data; organizing and supervising photo shoots for college publications; writing and distributing news releases; and miscellaneous office tasks. Students will gain experience in marketing and public relations activities within higher education, learn to work with internal clients (academic units, administrative departments), practice writing and editing. Strong writing, confidence, willingness to ask questions, know when to ask questions and when to figure things out for oneself, friendliness, ability resolve challenges with an optimistic view.

Temple University; Multicultural Affairs: Reporting to the Senior Executive Vice President, the Office of Multicultural Affairs is charged with ensuring the continued growth and development of Temple as a diverse community of life learners. From the vantage points of institutional equity and social justice, OMCA evaluates the way Temple builds, does business and interacts with the neighboring community; supports and nurtures an academic environment which is harassment free and open to expression and personal growth; recruits and retains scholars of diverse thought and background; and helps students successfully chart and navigate their academic journey. An intern may have the opportunity to: Assist in the implementation of the Diversity Dialogues Series. DDS is being co-sponsored with the Tuttleman Counseling Center as a means of engaging Temple students in discussions pertaining to diversity. Assist in the development and implementation of African American, Latino American, Native American and Asian American heritage month activities throughout the year. Assist in the development and implementation of the Pennsylvania Chapter of the National Association for Multicultural Education Conference. Assist with the creation and implementation of an OMCA-SS Student Advisory Board and Strategy Planning Board. Assist in the creation of a Temple University Diversity Directory. Assist in the development of a national leadership training institute with the national board of the National Association for Multicultural Education. Attend meetings of the PA-NAME and Pennsylvania Association of Liaison and Offices of Multicultural Affairs. Assist the Director in developing a monthly newsletter for the OMCA-SS. Assist the Director in managing the OMCA-SS web site. Assist the Director in maintaining the TU Philadelphia Diamond Scholars Blackboard community.

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