



BRYANT EDUCATIONAL
LEADERSHIP GROUP

Programming Internship **JOB DESCRIPTION**

About the Bryant Educational Leadership Group (BELG)

BELG was started based upon the principle, *we stand on the shoulders of giants, and to whom much is given, much is required*. Its mission is to enable, equip, and empower student leaders to transform themselves, their campuses, their communities, and the world.

BELG is seeking a programming intern to assist in the planning, implementation and execution of specific programs. The intern will report directly to the VP of Programming and work closely with the Leadership Team.

Duration: One academic year (Fall & Spring semesters, with the option to extend into Summer)

Hours: Preferably 10 hours per week. Schedule is negotiable.

Compensation: This position is not compensated; however, intern may be eligible for college credits.

Application Deadline: April 20, 2016 at 5pm EST

DUTIES & RESPONSIBILITIES

- Assist Vice President of Programming with planning, coordination and execution of BELG programs and initiatives
- Create a comprehensive, detailed programming binder for the major BELG programs, including but not limited to the African American Student Leadership Experience (College – East Coast, College – West Coast, and High School editions), pre-collegiate program
- Coordinate AASLE student social activities
- Attend required virtual meetings (approximately 3-4 per month)

QUALIFICATIONS

- Proficiency with Microsoft Office: Microsoft Word, PowerPoint & Excel.
- Flexible and proactively takes on assignments and responsibilities.
- Must be a self-starter and effective communicator.
- Must have the ability to work independently and with a team.
- Must be organized and detail oriented.
- Enthusiasm for the mission of BELG.
- Event planning/coordination experience or strong desire to learn

