



## COMMUTER INTERN

**Objective:** Plan and implement commuter events that bring about a sense of community among commuters on campus, and act as a bridge to get commuters connected to the APU community.

### **Internship Expectations:**

- Christian commitment: You are expected to integrate your faith into your role as a Communiiversity intern.
- You must have the desire to serve this campus by utilizing your position and creating opportunities for others to get connected to the APU community.
- Participate in Fall training (approximately two and a half weeks before the start of school)
- Participate in Spring staff retreat (first weekend after school starts)
- Work together with other interns to implement Communiiversity events.
- Work 5 hours a week in the Office of Communiiversity.
- Meet weekly with either the Communiiversity Professional Staff and or the graduate assistants.
- Attend weekly Communiiversity staff meetings.
- Work with the Communiiversity Professional Staff , the graduate assistants, and the administrative assistant in the implementation and the organization of all contracts, correspondence, budget, and financial paperwork.
- Other duties as assigned by the Communiiversity Professional Staff or the graduate assistants.

### **Office Programming Expectations (for ALL interns):**

- Midnight Breakfast (each semester)
- Fall Fest
- Homecoming Events
- Les Femmes
- Spring Dance
- President's Hike
- Last Bash
- One Campus Recreation Tournament

### **Individual Programming Expectations:**

#### Fall Semester

- Facilitate Commuter Breakfast
- Help With Married Students Mixer
- Coordinate one transfer/freshmen, new student commuter event
- Coordinate a Commuter Resource Fair

#### Spring Semester

- Facilitate Commuter Breakfast
- Help With Married Students Mixer
- Collaborate with the Office of Student Success for Spring New Student Orientation
- Coordinate a Commuter Resource Fair

### **Other Programming Expectations:**

- Create, select, and chair Commuter Street Team for purpose of coordinating events throughout the year, connecting with commuter needs, and future Communiiversity recruitment.
- Collaborate with other offices
- Proactively seek ways to create opportunities for commuters
- Proactively seek feed-back from under represented groups on campus (i.e. MEP, ISS, etc.)
- Plan, develop, and distribute all promotion, publicity, and advertisement for Commuter & Campus Life events, in conjunction with other Communiiversity interns.