

SENIOR CHAPEL INTERN

Job Description

This position is split between a number of students and reports to the Graduate Assistant in the Office of Chapel Programs. The hours of this position vary depending on the desire of the intern. Although 7-10 hours a week would be ideal, it is flexible and could be more or less.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Meet weekly with the Senior Chapel Team to plan Senior Chapel.
2. Brainstorm, contact and schedule speakers, worship leaders or any outside people that will be participating in Senior Chapel.
3. Be involved in set up, preparation, and implementation of Senior Chapel weekly.
4. Be responsible for making sure a monthly newsletter is sent out to seniors. This may include designing or writing the newsletter, taking it to the copy center or attaching mailing labels.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Keep regular office hours at a mutually convenient time during the week. The number of office hours depends on how many the intern is available and the job requires. Coordinate office hours with your supervisor.
2. Keep accurate monthly files of weekly Senior Chapel program.
3. Send thank you notes to people involved in Senior Chapel in a timely manner.
4. May serve as student representatives on the OMEGA Committee which meets sporadically throughout the year.
5. Other duties as assigned by the Graduate Assistant.