



YOUR GUIDE TO A STUDENT AFFAIRS INTERNSHIP

#SAINTERN



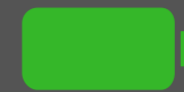
**Time to gear up for
internship hunts!**

**Here are three
tips to use during
your search!**



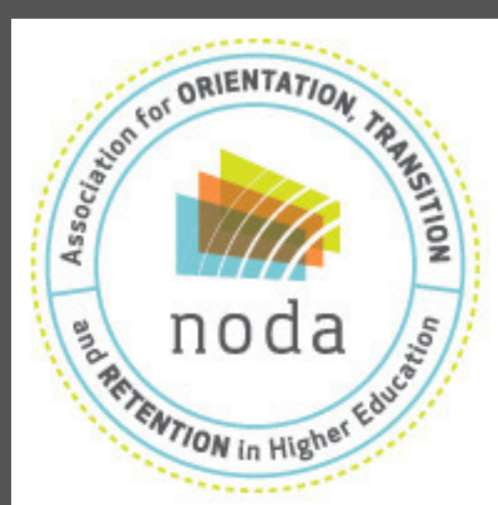
Know The Process	•••••	pg. 3-6
Know What To Do	•••••	pg. 7-9
Know The Ropes	•••••	pg. 10-11
NASPA Interns	•••••	pg. 12

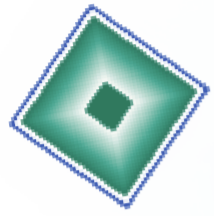
S A I n t e r n



1. Know The Process

Knowing the process and where to go is the first step in finding an internship. There are associations that serve as intern and host site matchmakers. Many student affairs interns go through their professional associations to secure internships. If you're looking to explore outside your institution, reach out to higher education organizations. Keep reading to find out more!





NASPA

Student Affairs Administrators
in Higher Education

NASPA hires summer interns through our:

- Graduate Summer Internship Program
- NUFP Summer Internship Program
- Local colleges and internship programs

Each summer we bring interns from varying backgrounds to learn firsthand the role of the association. Interns participate in a wide range of conferences, committees, and projects. See page 12 for more information.



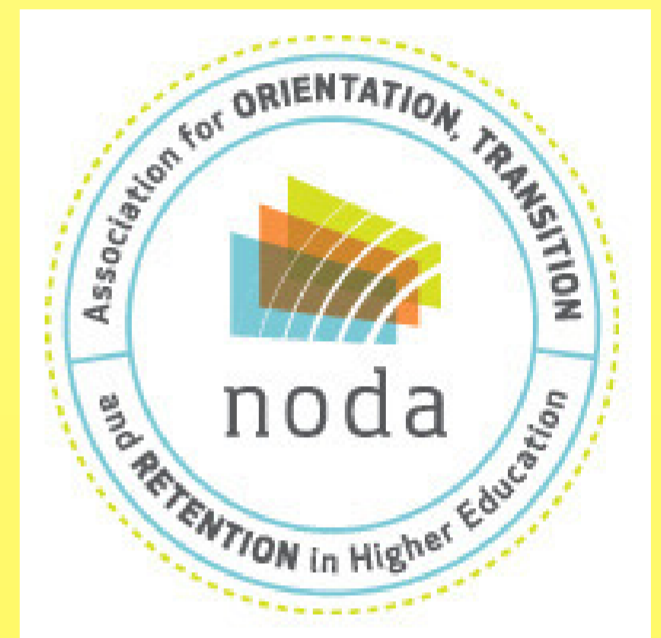
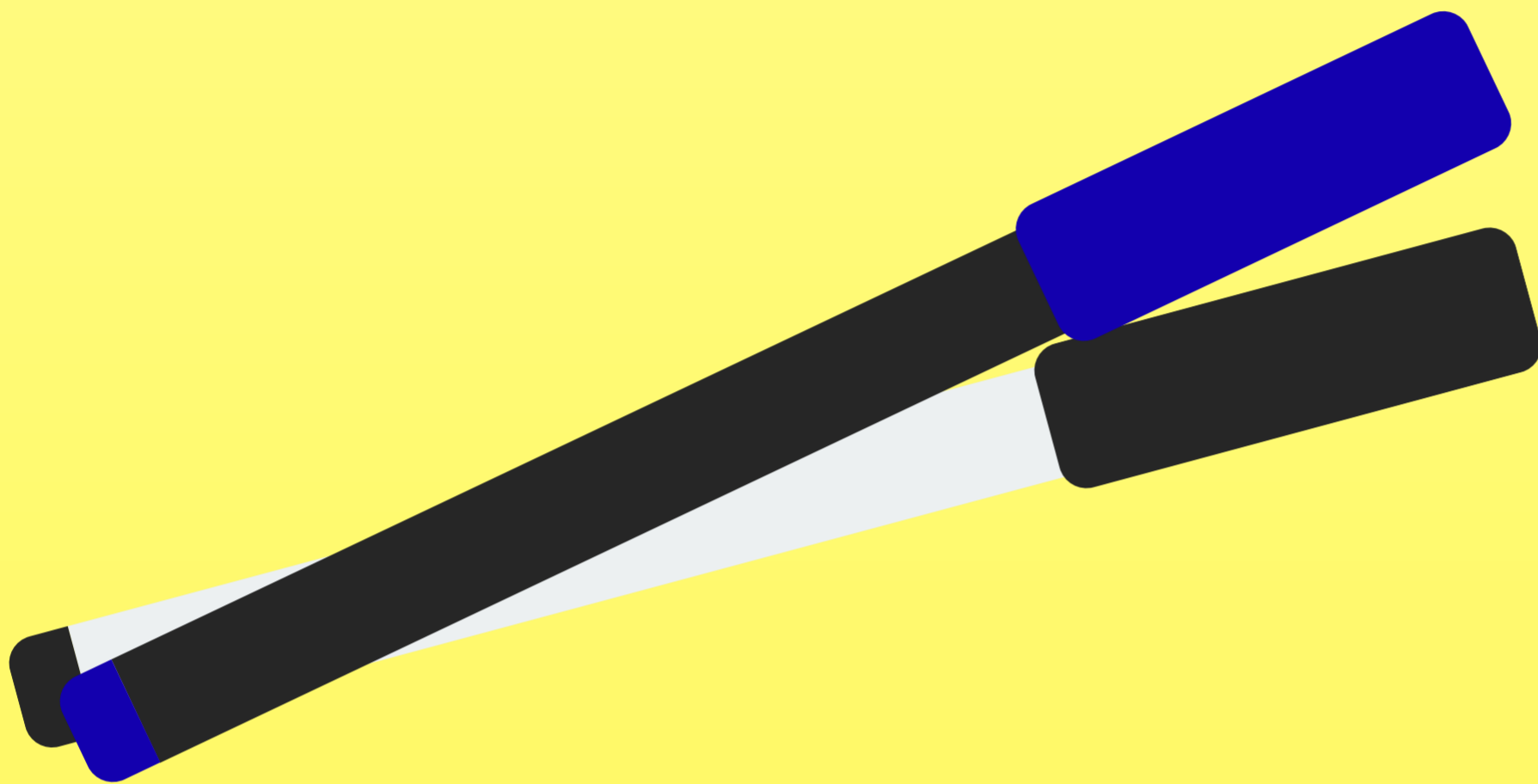


ACUHO-I internships are available for undergraduate and graduate students interested in gaining housing, conference, staff education and special projects experience. Housing is provided and some hosts will provide a meal plan and/or stipend. Applications are open from November-January. A \$30 application fee includes ACUHO-I membership



NACA internships are available for undergraduate and graduate students interested in event planning, student programming and professional networking.

Some host institutions may provide a meal plan and/or stipend. Applications are open from November-January.



NODA internships are available for undergraduate and graduate students interested in planning, training and activities targeting first-year/transfer student orientation. Housing is provided and some provide a meal plan and/or stipend. Applications are open from November-January. A \$45 application fee includes NODA membership.

Stay on your campus!

The summer is a slower time for many institutions, but work is always there. Ask about opportunities to work on special projects or assist with summer events at your home institution.



2. Know What To Do

Don't be afraid to ask your supervisor questions.

Dress code? Days off policy? Tech resources? Shadowing opportunities? These are all things you shouldn't be afraid to ask about as you prepare to embark on this new journey!

 **City Info**

 **Housing**

 **Finances**

 **Transportation**



HOUSING

While many internships provide housing, be sure to verify housing arrangements with your supervisor. Ask for details about the space and what you can, should and should not bring. Not every institution will provide access to a single kitchen or laundry facility. If you have to find your own housing, ask for suggestions for areas to live or resources to take advantage of in your search. Some

- Craig's List: www.craigslist.com
- Padmapper: www.padmapper.com
- University housing websites near your internships

CITY INFO

Getting to know your community outside of your campus is very important and will help you test your ability to achieve a healthy work life balance. Do some research on the area you will be located and find some things to do, places to visit, and ways to get involved!

If your internship provides a travel stipend, ask what documentation will be needed to get your reimbursement. Keep track of all your travel receipts and documentation! Car, bike, car-share programs, and public transportation are all possible options while at your internship. Be sure to do research on the options and potential cost of maintaining that type of transportation. Check out the Student Advantage Card for discounts.

TRANSPORTATION

Each internship offers a wide variety of benefits. Once you have selected your internship be sure to establish a budget. Plan ahead for food, laundry, necessities, transportation, entertainment, rent, ongoing payments (insurance, cell phone, etc). Don't forget to pack your passport, social security card, and ID for payroll paperwork!

FINANCES

3. KNOW THE ROPES

Once you're there, it's time to put your skills to work. There will likely be a list of things to do waiting for you. Keep calm and prioritize your assignments. Don't forget to have a fun and explore your new surroundings.



1. Prep for the first day

Figuring out where your office is; you don't want to be late on your first day. Iron your clothes the night before. If you still aren't sure what your dress code is, air on the side of business formal.

2. Be Visible

Let people know you're the intern. Try to get to know everyone in the office; not just the other interns or your supervisor. Show folks that you are a team player, have great communication skills and are willing to learn!

3. Learn the Language

Student Affairs loves acronyms. The sooner you figure out the lingo, the sooner you can fully engage in the conversations without having to interrupt to ask what everything means. Jot down words and abbreviations that you're not familiar with and then simply ask someone who should know.

4. Create Goals

Write down what you want out of your experience in the beginning and assess if you met these goals at the end.

5. Interests

Explore and research the different areas of student affairs that you may be interested in.

Don't be afraid to set up informational interviews; this shows initiative and that you are interested in that individual's position. Make sure you have questions prepared!



Meet the @NASPAInterns!



The NASPA summer internship position provides a master's level graduate student with a valuable learning experience and a deeper understanding of the role a national association plays, including how it functions and what it offers to its members.

The selected intern will provide support and work collaboratively with all of the NASPA staff and departments, including educational programs, membership, and marketing and communications.

Reporting to the Assistant Director of Educational Programs, this intern will collaborate with the supervisor to create a meaningful summer experience, working with the goals of the student selected and the NASPA Office. The selected intern will be afforded opportunities to take advantage of the social connections and events uniquely offered by working at the central office in Washington, D.C