2012

Student Staff Training & Development A Servant Leadership Model

Caroline M. Ray
Western Michigan University, caroline.ray@wmich.edu

Follow this and additional works at: https://scholarworks.wmich.edu/acad_leadership

Part of the Higher Education Commons, and the Human Resources Management Commons

WMU ScholarWorks Citation
https://scholarworks.wmich.edu/acad_leadership/24

This Poster is brought to you for free and open access by the Office of Faculty Development at ScholarWorks at WMU. It has been accepted for inclusion in Academic Leadership Academy by an authorized administrator of ScholarWorks at WMU. For more information, please contact wmu-scholarworks@wmich.edu.
**Scope of Internship**

Event Planning/Project Management

* Assist with the planning and coordination of career events such as Business Career Day, ISM Career Night, and Food Marketing Career Night during the fall and spring semesters.

Marketing and Publicity

* Write and design invitations and employer confirmation materials for career events. Prepare related online registration modules and promotion materials including flyer, publicity booklet, and signage.

* Plan and execute social media marketing, publicity book distribution, press release and other marketing efforts for student, employer, and campus audiences.

Administrative and Recordkeeping

* Maintain organization of documents, organization and contact records, and expense records.

* Accept registrants, collect position descriptions, send confirmation materials.

* Event wrap-up. Summarize evaluations, send thank you's and resolve post-event issues such as correcting invoices and follow-up of unpaid invoices.

On Campus Interviewing Program/Employer Relations

* Coordinate on campus interviews for employers by posting internship/jobs on BroncoOBS website, attaching interview schedules, and completing the follow-up tasks related to the OCI process.

* Market internship and job opportunities and employer visits to students, alumni, employers, and university faculty & staff.

* Participate in the assessment process by collecting, analyzing, and communicating data about job offers and student performance resulting from the on-campus interviewing program.

Next Steps

Design and implement a comprehensive training and development program for the front desk staff using the same model of servant leadership and with the mission of providing learning opportunities that will enhance leadership, professionalism, and problem-solving skills.

Contact Information

The Career Center
Haworth College of Business
3020 Schneider Hall
Western Michigan University
Kalamazoo, MI 49008-5470

Caroline M. Ray
Employer Relations Coordinator