Title of Practicum
Office of Scholarships Practicum – Graduate Internship

Practicum Description Summary

The Office of Scholarships proudly offers an exciting opportunity for a practicum student to gain valuable experience in the area of enrollment management. Reporting to the Senior Associate Director for the Office of Scholarships, this student will join the team in our effort to recruit high-ability prospective students and engage in current student success and programming. In addition to other responsibilities, the practicum student will have the opportunity to contribute to general marketing and recruitment efforts through assisting in the development of marketing initiatives and attendance at a regional scholarship reception.

Sponsoring Office

Office of Scholarships

In 2007, the Office of Scholarships was created in an effort to further recognize top scholars for their outstanding academic achievement. Located on the third floor of the Student Services Building at 408 North Union Street, the office strives to provide scholarship opportunities to talented students, fostering an environment of recognition and excellence at IU. Functional areas within the office include: scholarship administration, event coordination, student engagement, and marketing and recruitment.

Department/Office web site address:
scholarships.indiana.edu

If multiple students can be selected for this position, please indicate the number of practicum students the site is willing to host:

Spring 2015 Number available: 1

Please identify any requirements outside the 8 hours per week of the practicum experience the student would be expected to complete:

Attend Adam W. Herbert Senior Reception (Late April – Date TBD)

Attend Regional Scholarship Recruitment Reception (Date and Location TBD)

Attend and co-coordinate the Herbert Presidential Scholar Preview Days (Mid-late March)

Attend and co-coordinate current student activities/programs (Jan- April)

Learning outcomes associated with the practicum experience in your office:
• First-hand experience in the recruiting environment for high ability students
• Thorough knowledge of higher education enrollment management principles
• Enhanced project management skills
• Experience in development of recruitment initiatives and marketing materials
• Exposure to strategic decision-making and collaborative discussions
• Experience in the administration of major scholarship programs at a Big Ten institution
• Experience in creating retention activities/events that contribute to student success

Provide a brief summary of the activities, duties, responsibilities and/or special projects associated with this position:

• Assist with planning and coordination of the Adam W. Herbert Presidential Scholars Senior Reception and Preview Days
• Attend Office of Scholarships Scholar Reception to speak with prospective students and families
• Plan and implement social or educational programs for scholar populations
• Assist with the administration and selection process of the Cox Scholars Program
• Collaborate with Office of Scholarships staff on various functional needs, including event preparation, student outreach, and student focus groups

Site Supervisor:
Name Emily Arth, Senior Associate Director
E-mail enarth@indiana.edu