



Educational Nonprofit Seeks HR Management Graduate Intern for 2020

The Lutheran College Washington Semester (LCWS) is seeking a part-time graduate student intern to assist with the career development of its students.

LCWS was founded in 1986 by three institutions of higher education - Gettysburg College, Muhlenberg College, and Roanoke College - to provide students with an opportunity to live and study in Washington, D.C. The consortium now serves thirteen Lutheran colleges and universities from across the United States and strives to connect students with internship opportunities that provide real-world experience to further their classroom education and long-term career goals. LCWS prepares students for life after college and provides them with the skills they need to be more active citizens in their communities.

The HR Management Intern will have the opportunity to:

- Foster the development of 50-100 students' application packages (resumes, cover letters, and other application materials)
- Offer individual career coaching to highlight each students' experience and expertise
- Establish and maintain detailed record of student progress and interactions
- Track alumni outcomes to foster internship and mentorship opportunities in an alumni network of over 2700 professionals
- Assist in the processing of student applications to the program
- Participate in and attend relevant staff meetings and strategy sessions
- Work as part of a close-knit office and team where no task is too small or large

Qualifications:

The ideal candidate will be a graduate student in an accredited college or university in the Washington, D.C. area pursuing a Masters or Doctorate in HR Management, Higher Education Administration, Nonprofit Studies, or a related field. A qualified applicant will:

- Have a superior attention to detail
- Have high integrity; able to work remotely with minimal supervision
- Have excellent written/oral communications skills and emotional intelligence
- Have an earnest interest in working with and mentoring college students
- Be a dependable team player with a positive attitude
- Be able to handle sensitive information confidentially and with decorum
- Be able to train in-person in the office (located in Rosslyn, VA)

- Past experience working with or attending a DC Semester Program is desirable, but not required

Hours and Compensation:

The HR Management Intern's hours will be cyclical, with peak demand between March and October. The intern will need to work a minimum of 5 hours/week, but can work up to 20 hours/week in peak times. This position will be paid \$20.00/hour. After training, work can be done remotely or in-person at the individual and organization's discretion. A parking space can be provided during working hours if necessary.

To Apply:

Please submit a resume and cover letter to outreach@washingtonsemester.org. The position will remain open until filled.

Equal Opportunity Statement:

LCWS seeks to be in full compliance with applicable federal law, and, to this end, does not discriminate on the basis of any federally protected category or class in its policies, procedures, practices, and programs. Current federally protected categories consist of: age; color; disability; national origin; race; religion; sex; and status as a veteran. Although sexual orientation and gender identification are not protected categories under federal law, LCWS affirms that the dignity and worth of every person will be respected and valued and discrimination on the basis of sexual orientation and/or gender identification will not be tolerated.