Are you losing it, trying to find an internship?

Have you spent countless hours applying with luck?

Go from tired to hired using these easy tip internship search tips!

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Behind the Scenes
@NASPAInterns

NASPA 2012 Summer Interns

The NASPA summer internship position provides a 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 and Social Media, 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.

“My summer internship with NASPA helped me not only narrow my career interests, but helped define some of the important traits of who I want to be as a student affairs professional.”
Brittany Maffett, Virginia Tech

“The NASPA internship really broadened my horizons and opened my eyes to different perspectives of higher education and student affairs.”
Queena Hoang, University of Vermont
1 Know the Process

Knowing the process and where to go is the first step in finding that dream internship. There are associations that serve as intern and host site matchmakers. Many student affairs interns go through their professional associations to secure internships.

Higher Education Organizations
If you’re looking to explore outside your institution, reach out to higher education organizations. Internships are available both on-campus and off-campus.

NASPA Internships:
NASPA hires summer interns through our Graduate Summer Internship Program, NUFSP Summer Internship Program, UCDC, and The Washington Center. 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. Check the back of this brochure to learn even more about these opportunities.

ACUHO-I internships:
• Undergraduates and Graduates
• Housing experience working with conference services, summer housing, staff education, and/or special projects.
• Housing is provided and some will provide a meal plan and/or stipend.
• Application open from November-January. $30 application fee includes ACUHO-I membership.

NODA internships:
• Graduate students and recent graduates
• Student activities experience in planning, training, and implementing activities surrounding first-year/transfer student orientation.
• Housing is provided and some will provide a meal plan and/or stipend.
• Application open from November-January. $45 application fee includes NODA membership.

Stay at your home institution!
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!

Housing:
While many on campus internships provide housing, be sure to verify housing arrangements with your supervisor. Ask for details about the space and what you need to or cannot 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 places to start:
• Craigslislist-www.craigslist.org
• Padmapper-www.padmapper.com
• University housing websites near your internship

Transportation:
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! Determine what will be your primary type of transportation while you are at your internship. Car, bike, car-share programs, and public transportation are all possible options. 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.

Finances:
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!

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!

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.

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!

2 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 the words and abbreviations that you’re not familiar with and then simply ask someone who should know.

Create goals for experience
Write down what you want out of your experience in the beginning and assess if you met these goals at the end. Learning outcomes, anyone?

3 Define your 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!