

# **NIU Student Employment Internship Job Description**

Division of Outreach, Engagement, and Regional Development

40TUDE Nonprofit

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**Job Description:** You will be a team member of a student consulting team working on projects related to core responsibilities of nonprofit organizations, coordinated by the Center for Nonprofit and NGO Studies. The student team will work on projects assisting nonprofit organizations. The projects will be identified by the local community and assigned to the student team. Time spent on each project ranges from two to four weeks. Team members are expected to work a minimum of 10 hours per week during the academic semester. New members to the team earn \$13 per hour as NIU employees.

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## **Position Requirements**

- Must be an undergraduate student at NIU enrolled for a minimum of six credit hours to work in this position in the fall.
- Must have a minimum cumulative GPA of 2.0 or obtain an Academic Probation Permit from your academic advisor.
- Be available at least 10 hours per week during the fall 2021 academic semester.
- Must be an Illinois resident as defined by NIU Registration and Records policies.

## **Preferred Skills and Knowledge**

- Federal work study eligible.
- Communicate effectively orally and in writing
- Excellent organizational and planning skills.
- Experience working with nonprofit organizations.
- Self-motivated and results driven with great attention to detail.
- Ability to adhere to a schedule, meet deadlines and prioritize in a changing environment.

## **Duties & Responsibilities – Essential Functions**

- Work in a team and organize each project into specific tasks and responsibilities.
- Conduct background research such as surveying the academic literature or working with public data such as the Census.
- Data projects could include design and evaluate methods for collecting data, such as surveys, questionnaires, and opinion polls; analyzing existing data; recommending data analysis processes.
- Fundraising projects could include evaluating existing fundraising strategies and designing new virtual events, analyzing fundraising database systems, or recommending fundraising strategies.

- Communications projects could include creating a communications plan, analyzing social media platforms, analyzing websites, or creating advocacy campaigns.
- Volunteerism projects could include analyzing existing volunteer policies and manuals, creating volunteer policies and manuals, or recommending volunteer recruitment, retention, and recognition strategies.
- Prepare and present reports to nonprofit clients.

### **Training & Orientation Provided**

- All team members will receive training and experience in project management systems before project work begins.

### **Expected Learning Outcomes**

- Respond to an organization or community problem or need.
- Improve students' ability to apply what they have learned in "the real world"
- Improve ability to understand complexity and ambiguity
- Greater interpersonal development, particularly the ability to work well with diverse stakeholders, and build leadership and communication skills
- Improved social responsibility and citizenship skills
- Connections with professionals and community members for learning and career opportunities
- Improve the condition of the communities served by NIU

**To apply:** Send resume and cover letter describing how you met the position requirements and preferred skills and knowledge. Email to Dr. Schatteman [aschatteman@niu.edu](mailto:aschatteman@niu.edu).

**Supervisor/Project Coordinator:** Alicia Schatteman, Ph.D., Director, Center for Nonprofit and NGO Studies [aschatteman@niu.edu](mailto:aschatteman@niu.edu).