



**BRYANT** EDUCATIONAL  
LEADERSHIP GROUP

## *Programming Internship*

### **JOB DESCRIPTION**

#### ***About the Bryant Educational Leadership Group (BELG)***

BELG was started based upon the principle, *we stand on the shoulders of giants, and to whom much is given, much is required*. Its mission is to enable, equip, and empower student leaders to transform themselves, their campuses, their communities, and the world.

BELG is seeking a programming intern to assist in the planning, implementation and execution of specific programs. The intern will report directly to the VP of Programming and work closely with the Leadership Team.

***Duration:*** One academic year (Fall & Spring semesters, with the option to extend into Summer)

***Hours:*** Preferably 10 hours per week. Schedule is negotiable.

***Compensation:*** This position is not compensated; however, intern may be eligible for college credits.

#### **DUTIES & RESPONSIBILITIES**

- Assist Vice President of Programming with planning, coordination and execution of BELG programs and initiatives
- Create a comprehensive, detailed programming binder for the major BELG programs, including but not limited to the African American Student Leadership Experience (College – East Coast, College – West Coast, and High School editions), AAPILE/CHLLE and other pre-collegiate program
- Volunteer & assist with planning of all BELG student leadership experiences
- Coordinate AASLE/AAPILE/CHLLE student social activities
- Plan, execute & lead icebreaker(s) for the AASLE: High School Edition
- Attend required virtual meetings (approximately 3-4 per month)

#### **QUALIFICATIONS**

- Proficiency with Microsoft Office: Microsoft Word, PowerPoint & Excel.
- Flexible and proactively takes on assignments and responsibilities.
- Must be a self-starter and effective communicator.
- Must have the ability to work independently and with a team.
- Must be organized and detail oriented.
- Enthusiasm for the mission of BELG.
- Event planning/coordination experience or strong desire to learn

- Quality verbal communication (small and large group settings) and written communication (email, letters)
- Excellent organizational skills
- Ability to set and meet deadlines, prioritize and manage several projects at one time
- Balance of a professional attitude while having fun

## APPLICATION REQUIREMENTS

- Complete the BELG Internship Application including resume and cover letter that answers the question “Why you would like to intern with BELG?”

## HOW TO APPLY

- Complete online application by date listed on BELG website. [Click here to apply now!](#)

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## GENERAL INTERNSHIP PROGRAM INFORMATION

**Eligibility:** A candidate must be a graduate student; an undergraduate student; or have graduated from college within 12 months of beginning the internship.

**General Information:** Interns are expected to work the hours indicated on each position description.

Internships are offered during the Summer, Fall, and Winter/Spring semesters. Interns may receive academic credit if an agreement is made between the intern’s college or university. All interns are subject to the applicable employee rules and will be required to complete a Learning Contract.

**Application Procedures:** Candidates must complete the online application and include a resume and cover letter. Cover letter must answer the question "Why you would like to intern with BELG?"

NOTE: Some internship positions require additional application items, such as a writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

For more information, please email [info@belgllc.com](mailto:info@belgllc.com)