

## INTERNSHIP JOB DESCRIPTION

### About Organization

Brief informational about your organization.

The Humanities Center (HC) at NSU brings together a collection of human and material resources dedicated to the celebration of the humanities. In addition to championing core academic disciplines in the humanities such as history, philosophy, literature and language studies, the HC is dedicated to highlighting the significant role the humanities play in related fields in the social sciences. HC also aims to demonstrate the relevance of humanities as a complement to the core STEM fields (science, technology, engineering, and math) with a view to encouraging students and scholars in those disciplines to explore these connections. The HC serves as a resource for both students and scholars at NSU and from elsewhere by hosting workshops, conferences, and other professional development opportunities. HC is dedicated to engaging the wider South Florida community by partnering with community organizations and participating in local cultural initiatives that highlight the humanities

### Internship Title

Humanities Center Intern

### Duration and Hours of Internship

Days, times and if weekends or evenings are required

\*Interns should not work more than 20 hours per week except during non-class periods

Each semester:

- Fall (August – December)
- Winter (January – May)
- Summer (May – August)

Hours will vary based on the Intern's class schedule. Humanities Center Interns work, at minimum, 10 hours per week over the course of 14 weeks (totaling 140 hours).

### Department

Department/area where the individual will work.

NSU Humanities Center in the College of Arts, Humanities, and Social Sciences in Mailman-Hollywood Building, Suite 250.

### Class Level/Major Sought

Class level (ex. Freshman, Sophomore, Junior or Senior), and major desired.

No class level is required, but all students must have completed at least COMP 1500 and one course in the Humanities from any of the following prefixes: HIST, HUMN, LITR, PHIL, FILM, WRIT, SPAN, ARAB, or FREN.

### Compensation

Brief description of the pay structure (ex. commissioned, salaried etc.).

Unpaid

### Supervisor

Whom will the intern report to?

Dr. Andrea Nevins: andrshaw@nova.edu.

### **Travel**

Will the person be required to travel off campus? If so, add location.

Humanities Center Interns will be expected to support Humanities Center series and events, including The Reel, the Irish Film Festival, El Cafecito, Stolzenberg-Doan Lecture Series, the Humanities High School Symposium, and the Humanities Student Conference. While all of the previously mentioned events are on-campus, there may be additional events in the community, which require on-site support. Adequate notice will be given to the Intern in the case of off-campus events.

### **Internship Objective**

Statement is generally a summary designed to familiarize the reader to the general nature, level, purpose and objective of the internship. The summary should describe the broad function and scope of the internship and be no longer than three to four sentences.

The Humanities Center interns apply knowledge and skills exercised in humanities classrooms to develop and support the activities of the center, including the annual humanities student conference and the annual humanities high school symposium. This experience prepares interns to advance professionally and intellectually in a humanities field. The interns also help work on digital humanities projects, and participate in the center's community outreach and awareness efforts. At the conclusion of the internship, interns will have a completed digital humanities research project and a portfolio of administrative materials such as brochures and posters and community outreach memos.

### **Duties or Tasks Performed**

Bullets contains principal duties, continuing responsibilities and accountability of the intern.

The list should contain every essential job duty or responsibility that is critical to the successful performance of the job.

Interns will be expected to:

- Develop an expanded understanding of how the humanities are defined and the ways in which the study of the humanities adds value to the academic and career experience and be able to communicate this knowledge orally and in writing.
- Develop the ability to use a digital humanities platform and work on an academic digital humanities project for display on the Humanities Center website.
- Support various projects that celebrate and create awareness about the humanities by composing, editing, and proofreading documents; performing mass mailings; photocopying and collating materials; creating social media posts; and designing posters and brochures.

### **Job Specifications, Standards and Requirements**

The minimum qualifications needed to perform the essential functions of the job-education, experience, knowledge and skills. Any critical skills and expertise needed for the job should be included.

- Knowledge about the definition of the humanities and the skills developed by the study of the humanities.
- Enthusiasm about the study of the humanities and personal experience of their value.

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- Expertise in Word, Excel, and Power Point.
- Experience using Canva or other graphic design platforms.
- Familiarity with various social media platforms.
- Ability to communicate clearly.
- Interest in learning how to use a digital humanities platform.

### **Non-Essential Functions**

That are not essential to the position or any marginal tasks that might be performed by the person in the position.

### **Special Requirements**

Are there any additional requirements? (ex. Ability to work nights).

- Able to work weekends and evenings when events are taking place. This will not be frequent.

**Students are eligible to earn 2 ExEL units as a Humanities Center Intern.**