

SHELTON™

LEADERSHIP CENTER

JOB DESCRIPTION – SHELTON CHALLENGE SUMMER INTERN

The Shelton Challenge Summer Intern is a vital part of the Challenge programs of the Shelton Leadership Center (SLC). The intern will assist the SLC staff in providing positive, impactful learning experiences to Challenge students and staff. Interns work in conjunction with the full-time office staff to ensure the Challenge programs are planned and implemented with a high level of quality. This paid internship will allow students to gain experience in a variety of leadership, event planning, and administrative skill development. Past Shelton Challenge experience is *preferred*, but not required.

About the Shelton Leadership Center: The Shelton Leadership Center was founded in 2002 by General Hugh Shelton following his retirement as Chairman of the Joint Chiefs of Staff. His desire to give back to his alma mater NC State University, prompted him to initiate a scholarship program. Soon, his efforts grew to include educational programs and organizational development training focused on developing the next generation of values-based leaders. The Shelton Leadership Center's value-based leadership development programs now reach pre-college, college students, and professionals within multiple settings, including NC State and other higher education institutions, corporations, government entities, non-profits, and youth development organizations.

About the Red Hat Shelton Challenge: The Red Hat Shelton Challenge is a six-day, residential program built on Shelton's core values - honesty, integrity, diversity, social responsibility, and compassion - and is designed to help high school students enhance their capacities to become values-based leaders. The program invites rising ninth through twelfth graders to be part of a university campus community for the week and participate in activities designed to teach leadership concepts such as ethical decision-making, civic and social responsibility, effective communication, teamwork and collaboration, how to motivate others, and goal setting.

Dates of Internship: May 18, 2022 – August 5, 2022

(If time-off is needed during any of these dates, please inform by time of interview.)

Location: NC State University, Raleigh, NC

Office Hours: 9:30 AM to 4:00 PM (with lunch break), Monday – Friday; Times may vary depending on number of site locations intern is working.

Site Locations: On-site 24/7 during the week of assigned Challenge session. Serve on-site at maximum of 3 Red Hat Shelton Challenges.

Salary: Intern(s) will be compensated via a bi-weekly paycheck that will amount to \$3,000-\$4,000 total for the summer. All wages will be taxed accordingly. Interns can expect to work between 20-30 hours per week depending on session assigned.

Internship Goals and Objectives:

- To gain on-the-job experience in project management and a greater understanding of administrative responsibilities associated with a week-long youth leadership program
- To assist in deliverables associated with the planning, coordinating, and implementation of four week-long youth leadership programs
- To gain a greater understanding of the importance of how communication, flexibility, organization, and being a team-player assists in the overall success of a program
- To gain a greater understanding for the importance of knowing those you work with and with whom you serve, in order to most effectively meet objectives related to the program goals, as well as fostering a more meaningful experience for those who are involved with the program

Job Responsibilities:

- Assist with administrative tasks including, but not limited to:
 - student/staff registration forms and materials
 - student/staff mailings
 - organization and management of the student/staff database
 - updates and revisions for student/staff curriculum
- Attend weekly Shelton Challenge staff meetings prepared to provide updates on areas of responsibilities
- Inventory, organize and pack necessary supplies for each Shelton Challenge week
- Maintain organization of overall office in the Shelton Center
 - Assist with administrative responsibilities including answering phones, photocopying, emails, social media posts, and other responsibilities as needed
- Attend week-long Shelton Challenge programs to support Program Director and volunteer staff
 - Serve as the on-site van driver for student/staff resources and medical needs

Supervision Structure:

The summer interns' direct supervisor is the Assistant Director for Pre-College Programs. Indirect supervision will be from the on-site Program Director and other members of the Shelton Center Staff. Interns will work collaboratively with any additional summer student/adult volunteer staff as well as the entire Shelton Leadership Center office staff. Together, the team works to manage the administrative, logistical, and programmatic needs of the Shelton Challenge programs.

Working Environment/Physical Requirements:

This position includes outdoor activities. Physical requirements include standing, walking, bending and lifting up to approximately 20lbs.

Applicants:

Applicants will need to submit a cover letter and resume by Monday, February 28, 2022 for priority consideration. Materials can be submitted directly to the Assistant Director for Pre-College Programs at sheltonchallenge@ncsu.edu

Questions about the internship or application process can also be directed to the Assistant Director for Pre-College Programs at sheltonchallenge@ncsu.edu

For more information about the Shelton Challenge and the Shelton Leadership Center, visit: sheltonleadership.ncsu.edu.