

Title:

Science Festival Chair and Co-Chair Intern – (2 positions) - #SF007

Position Overview:

Each year the Randolph College Society of Physics Students presents Lynchburg's only Science Festival. The Sciences, Humanities, and Arts departments across the campus join together with numerous presenters from the Lynchburg community to bring a weekend of activities for all celebrating the many facets of Science. All activities are free and open to the public of all ages and are attended by hundreds each year. It is made possible by the volunteer efforts of over 150 Randolph community members each year.

This is an unpaid internship, but students may obtain College Credit (0.5-2 credit hours). The time commitment is a minimum of 42 hours per credit hour. Typically, if a student wants credit, you sign up for 0.5 credits each of sessions 3 and 4 in the spring. Workload may vary on a weekly basis and will include tasks related to the preparation of the event, delivery of the events and programs on March 14 and the weekend of SciFest (the first weekend of session 4), and follow-up activities. A significant time commitment may be needed for the two weeks before and through the weekend of the event.

The two (2) students who are selected to fulfill this internship will work closely with each other to meet all the responsibilities detailed below. Duties will be divided under the supervision of Dr. Sheldon. **The Chair is usually the Co-Chair in the previous year. The Co-Chair should usually have had a significant volunteer or internship position in SciFest previously.**

All majors and class years may apply! Especially relevant for those majoring in: *Business, Biology, Chemistry, Curricular Studies, Environmental Studies, Physics, Psychology, and Sociology.*

Key Responsibilities:

1. Throughout the spring, communicate weekly with all Science Festival Interns, Leaders, and Dr. Sheldon to make sure that planning is on track
2. Trouble-shoot problem areas in planning; make sure other positions are doing what they need to do, fill in where needed
3. Help to make sure all Science Festival activities occur as planned as they happen
4. Follow-up recognition after event with participating volunteers, organizations, staff, and faculty
5. Write and/or update manual on how to do your job
6. Any general help needed to make SciFest happen

Qualifications/Skills:

1. Organized, highly responsible, and motivated
2. Excellent communication and team work skills
3. Preference may be given to students who volunteered with Science Festival in previous years

Application Process:

Submit cover letter with position title(s) you are interested in to Dr. Peter Sheldon psheldon@randolphcollege.edu, and include a resume, by the priority deadline of **November 3**; applications will be accepted until all positions are filled.

Any student may do this for credit through Physics 102: Science Outreach, and you would still list an internship on your resume. Or, to obtain EXL credit from the internship office, you must be a Sophomore, Junior, or Senior and have a minimum GPA of 2.3. A third option is to do it as a volunteer (non-credit) internship (not available to non-US citizens).

Non-U.S. citizens must schedule a meeting with the international student office prior to applying for EXL credit.