

**CENTER *for* EXPERIENTIAL LEARNING,  
Internships Program  
Position Description Template**



**ORGANIZATION, TITLE OF INTERNSHIP, LOCATION, DATE(S)**

Laura Baker is an organization which serves adult individuals with developmental disabilities.

*Title:* Professional Development intern

*Location:* Laura Baker Services Main Office

*Dates:* start date can be anytime, preferably 5-8 hours per week for 6 weeks (flexible as we are not sure exactly how long it will take)

**(ACADEMIC) INTERNSHIP OPPORTUNITY**

*Description of major duties and opportunities during experience:* Organize and create inventory for historic artifacts and documents held by Laura Baker. Possibly working with the Northfield Historical Society to determine purpose and historic value of items and information.

*Clarify whether students will be supported should they choose to receive credit for the experience:* Students participating for or without credit will have interaction/contact and be overseen throughout the internship by the internship coordinator and the Laura Baker staff member in charge of the project.

**QUALIFICATIONS**

*See examples below, add or change wherever necessary:*

- Sophomore, Junior or Senior with strong academic record
- Strong research and analytical abilities, ability to extend knowledge and skills to the topic at hand and to conceptualize and frame relevant questions
- Evidence of effectiveness working independently, demonstrated self-starter
- Learns quickly
- Ability to interact well with all kinds of people
- Understanding of and respect for diversity
- Strong interest on Northfield history

**COMPENSATION**

This is an unpaid internship.

**APPLICATION MATERIALS**

Cover letter

Resume

**APPLICATION DEADLINE AND PROCESS**

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*Determined by organization, coordinated with CEL staff member (Sandy Malecha)*

**QUESTIONS**

Nicolle McClune (507) 645-8866 ext. 111 or [niki@laurabaker.org](mailto:niki@laurabaker.org)

-OR-

Contact Sandy Malecha, Assistant Director of the Internships Program in the Center for Experiential Learning: x3268, or [malechas@stolaf.edu](mailto:malechas@stolaf.edu)