



**College of Education
and Human Services**

Community Leadership & Human Services

MURRAY STATE UNIVERSITY

Murray-Calloway Endowment for Healthcare, Murray KY

Position: NLS Intern

Posted on: April 11, 2016

Internship Description

The internship with the Endowment for Healthcare is one of the signature internships of the Nonprofit Leadership Studies Program. This internship comes with a performance-based premium of \$500 for a full 300-hour internship to be completed in one semester internship. (The Endowment for Healthcare maintains the right to withhold the \$500 premium in cases of unsatisfactory performance and when internship expectations are not met.)

The Endowment office hours are Monday to Friday from 7am until 5pm; applicant must be able to work in sessions of at least 2 hours. An established work schedule will be created and should be followed with exceptions approved in advance by the internship coordinator. Unless specifically approved, all hours worked must be on site and all required paperwork for the internship must be done weekly and signed. Intern will be required at times to provide personal transportation to off-site events as requested.

Preference will be given to candidates that have experience in marketing, graphic design, blackbaud, and healthcare. The ability to manage multiple tasks to completion with metrics is an added value.

All information accessed/created during the internship will be the property of the Endowment and will be treated as confidential in nature.

Special Note

- Current TB and Flu Shot documentation.
- Must comply with all facets of volunteer handbook code of conduct.
- Completion of a one page questionnaire provided by the Endowment at the end of the internship that evaluates the current program and provides suggestions for improvement.
- The internship is designed to be a real life work experience for the student; failure to take responsibility for their work can lead to dismissal from the program.

Student Eligibility

- Declared academic major or minor in nonprofit leadership studies;
- Junior or Senior standing in the NLS program;
- Completion of the following core NLS courses: NLS 350, NLS 351, and NLS 402 (or NLS 502);
- Minimum of 2.5 GPA prior to enrollment in the internship course (NLS 400).

How to Apply

- NLS intern candidates are advised to contact Robin Esau (Lecturer and Internship Coordinator, NLS Program) at resau@murraystate.edu before applying for the internship position;
- The application package consists of a letter of interest and resume, to be submitted by May 1st, 2016 for internship in summer or fall of the year;
- Final candidates will conduct personal interviews with Keith Travis, VP of Development/internship coordinator and Susan Davis, Endowment Coordinator.