



## **Student Organization Record Keeper**

**Department/Organization Name:** Office of Student Involvement

**Project Description:** The Office of Student Involvement maintains the records for student organizations. On a regular basis it is necessary to organize and review the files to check for documents, update tracking documents and upload pertinent files.

**Final Product:** At the end of this micro-internship, the filing cabinets will be organized in alphabetical order, documents will be scanned and uploaded, and tracking documents will be updated and a report will be compiled with observations and recommendations.

Upon successful completion of this project, the student will have:

1. Organized over 1,000 physical paper files.
2. Reviewed student organization portals in Engage, uploading any necessary documents.
3. Compared the listed mission of inactive organizations to identify any opportunities to renew, collaborate or consolidate.
4. Updated an Excel tracking document that compiles the current status and history of every KU organization, active and inactive.

**Role & Qualifications:** This micro-internship requires the ability to lift and carry up to 10 lbs, accurately alphabetize files, identify and scan specific documents using guidelines, compare and contrast mission statements and compile a final document.

**Desired Majors:** Non-profit management, Higher Education, Data Analytics, Library Science, Public Administration, Operations Management,

**Approximate Length:** Winter Break/Spring Break, 40 hours

**Format:** In-Person

**Payment:** \$250 upon completion of the micro-internship

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