

CCSC Internship Program  
Intern Position at Anselm House  
University of Minnesota | Minneapolis, MN

## I. DESCRIPTION

CCSC interns are employees of the Consortium of Christian Study Centers (CCSC).

In partnership with the Consortium, this position serves Anselm House at the University of Minnesota.

**About the Consortium of Christian Study Centers (CCSC):** CCSC exists to catalyze and empower a thoughtful Christian presence and practice at colleges and universities around the world, in service of the common good. It advances this mission by supporting the flourishing of existing study centers, encouraging the development of new study centers, and raising awareness of the study center movement.

**About Anselm House:** For more than forty years, Anselm House has served University of Minnesota students, faculty, and friends by connecting faith and knowledge with all of life. Its joyful mission is to help people see the world and approach life as God created it to be: whole.

**Accountability:** The intern is accountable to the CCSC Internship Program Director and the Director of Operations at Anselm House. These directors will coordinate supervision of the position.

## II. RESPONSIBILITIES

### **Internship Partnership**

1. Maintain CCSC-related communication and commitments.
2. Fulfill communication responsibilities to the CCSC Internship Director.

### **Leadership Development**

1. Participate in ongoing training and professional development opportunities provided by CCSC and Anselm House.

### **Hospitality and Student Outreach**

1. Proactively identify and meet with new or uninvolved students, inviting them into the Anselm House community and activities.
2. Depending on the intern's placement, responsibilities may include:
  - a. Assisting in developing a regular schedule of outreach events and activities (on-site at the study center and off-site) that engage a wide range of students.
  - b. Supporting and equipping Anselm House student leaders to recruit peers into the Anselm House mission and community.
  - c. Supporting outreach initiatives to international students (in partnership with international student ministries).
3. Assist with hospitality and welcome functions at the study center (e.g., staffing the welcome desk, helping with weekly rhythms such as noon prayer or tea times).

**Program and/or Advancement:** Responsibilities in this area may be tailored to the intern's strengths and interests. Examples include:

1. Providing staffing and support for public events (greeting guests, preparing food, assisting with AV needs, setup/teardown).
2. Assisting with program planning and administration (e.g., conceptualizing programs, communicating with participants/vendors, tracking attendance, and supporting event follow-up).
3. Managing donor records in Salesforce and assisting with communications campaigns or donor events.

### **III. QUALIFICATIONS**

#### **Lifestyle Commitments**

1. Spiritual health and fellowship-including membership in a local church, study of Scripture, and engagement in spiritual disciplines.
2. Engage in continuing education opportunities for professional and personal growth.
3. Personal conduct that reflects the statements of faith and values of CCSC and Anselm House.

## **Candidate Profile**

1. Bachelor's degree required.
2. Internship limited to candidates up to 26 years of age.
3. Ability to recruit, motivate, empower, and equip others for leadership in ministry.
4. A collaborative team player who can also take initiative and work independently.
5. Strong organizational and time-management skills.