

CCSC Internship Program

Intern Position at the Alcuin Study Center
Ball State University | Muncie, Indiana

I. DESCRIPTION

CCSC Interns are employees of the CCSC (Consortium of Christian Study Centers). In partnership with the Alcuin Study Center, this position serves the study center at Ball State University.

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

About the Alcuin Study Center: The Alcuin Study Center exists to cultivate human flourishing, feed the moral imagination, and seek the common good through the robust Christian tradition of thoughtful discourse, integrated education, and cultural engagement.

Accountability: The intern is accountable to the Internship Program Director of CCSC and the Executive Director at the Alcuin Study Center. The directors will coordinate the supervision of the position.

RESPONSIBILITIES

- Provide hospitality and operational support for ongoing Alcuin events and special engagement events on campus.
- Regularly meet with student contacts and seek out new student contacts.
- Nurture students in learning to share their spiritual, physical, and academic lives together, emphasizing disciplines such as service, love, mutual support, forgiveness, and reconciliation.
- Develop, support, and empower student leaders to recruit other students into the Alcuin Study Center.
- Develop regular electronic engagement with students, including social media and email newsletters.
- Steward the resources of the study center, ensuring that supplies are stocked and the space is clean and hospitable.
- Assist with program planning and administration.
- Assist with donor engagement.
- Maintain CCSC-related communication and commitments.
- Fulfill communication responsibilities to the CCSC Internship Director.
- Participate in ongoing training and professional development opportunities as set forth by CCSC and the Alcuin Study Center.

II. QUALIFICATIONS

Lifestyle Commitments:

- Spiritual health and fellowship, including membership in a local church, study of Scripture, and spiritual disciplines.
- Engage in continuing education opportunities for professional and personal growth.
- Personal conduct reflective of the statements of faith and values of CCSC and the Alcuin Study Center.

Candidate Profile:

- Bachelor's degree required.
- Ability to recruit, motivate, empower, and equip others for leadership in ministry.
- A team player who can take initiative and work independently.
- Strong organizational and time-management skills.