

CCSC Internship Program
Intern Position at the Bradley Center

Virginia Tech | Blacksburg, VA

I. DESCRIPTION

CCSC Interns are employees of the CCSC (Consortium of Christian Study Center).

In partnership with the Bradley Center, this position serves the Christian Study Center at Virginia Tech.

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 Bradley Center: The Bradley Study Center exists to cultivate a thoughtful exploration of the Christian faith at Virginia Tech. Focusing on students, faculty, staff and alumni, the Center seeks to explore how faith, learning, and calling relate to one another in advancing the common good for all.

Accountability: The intern is accountable to the Internship Program Director of CCSC and to the at the Bradley Center. The Directors will coordinate the supervision of the position.

II. RESPONSIBILITIES

Internship Goals: The internship will offer a recent college graduate opportunities to develop personal and vocational responsibility, enhance and refine skills that will be valuable for any future career, and explore Christian Study Centers as a possible vocation. The share of responsibilities listed below can be adjusted based on the interests, needs, and skills of the intern, consistent with the program needs of the BSC.

Responsibilities:

Program Support

BSC Student Fellows Program:

- Participate as a part of the Fellows community (Monday evening).
- Assist the Fellows Director in planning and implementing the Fellows meetings, retreats, meals, etc.
- Build relationships with students participating in the Fellows.
- In the Spring Semester, facilitate discussions in the Fellows program.

- **Participation in BSC Programming:**
 - Be present for much of the programming of the center, assisting with planning and logistics.
 - Assist with the planning and execution of larger public events, including lectures.
- **Student Engagement:**
 - Help BSC staff to connect with and engage students to promote the work of the study center to the student body and mentor college students participating in programs.
 - Build relationships with prospective students and assist the staff in cultivating Christian community at the BSC.
 - Work with BSC students to outreach to other students through campus promotional events, like tabling.

Communication

- As interest and skills permit, assist and plan various electronic forms of communication (social media, email) to communicate BSC activities to students.
- Assist the Operations Director in creating and distributing promotional materials (slides, graphics, etc.) for BSC programs.
- Aid Program Director and Communications Manager with event promotion and donor communications, including writing copy, updating the website, managing social media, and coordinating communication details.
- Assisting with minor website maintenance.

Hospitality

- Facilitate food prep/clean up and attend weekly Hospitality events.
- Assist the Operations Director to coordinate volunteers engaged in hospitality support.
- Assist the Operations Director to manage building reservations with campus ministries and local churches.
- Assist the Operations Director to facilitate building host crew and housekeeping.

Weekly mentorship:

- Meet weekly with BSC staff or local professional for holistic formation (spiritual, intellectual, vocational) through 1-1 mentoring, including reading and discussion of a book relevant to intern's interest that aligns with the study center mission.

Maintain CCSC-related communication and commitments:

- Fulfill communication responsibilities to CCSC Executive Director.
- Participate in ongoing training and professional development opportunities as set forth by CCSC and BSC.

Lifestyle Commitments:

- Spiritual Health & Fellowship—including membership in a local church, study of Scripture and spiritual disciplines.
- Personal conduct reflective of CCSC and the Bradley Study Center.

III. QUALIFICATIONS**Lifestyle Commitments:**

- 1) Spiritual health and fellowship—including membership in a local church, study of Scripture and spiritual disciplines.
- 2) Engage in continuing education opportunities for professional and personal growth.
- 3) Personal conduct reflective of CCSC and Bradley Center statements of faith and values.

Candidate Profile:

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