



Graduate Student Internship Information

Visit us at: www.stlodn.org

Are you looking for a way to get some hands-on experience and exposure to several local OD professionals while pursuing your graduate education? The St. Louis Organization Development Network (STL-ODN) is currently recruiting for a graduate student **Organization Development Intern**.

Purpose:

- STL-ODN graduate student internships contribute to the education of future OD professionals by offering structured opportunities to gain practical experience and build professional relationships in the St. Louis OD community.

Scope:

- You will have the opportunity to lead and/or contribute to one or more OD projects. Projects are designed based on the STL-ODN's strategic priorities and the ability to contribute to your learning goals within the timeframe of the internship.
- Past internship projects have included the design and development of a mentoring program, contributions to organization design and governance, and role clarification for the Executive Team.

Duration:

- Minimum of 200 hours completed over the course of one year (on average). Typically, students complete roughly 10 hours per week for the period of their assignment.
- If you require a longer engagement you may specify that requirement when you apply. Accommodations will be made where possible and practical.

Work Environment:

- We are not a traditional brick-and-mortar organization, which affords us certain advantages. Most if not all project work can be completed virtually, and exposure to a wider network of professionals from different organizations is expected.
- Attending STL-ODN Executive Team meetings and other STL-ODN events is recommended but optional. Unless you have an active role in one of these meetings (e.g., facilitating or presenting), these do not count toward the 200 hour minimum (unless you have an active role in the meeting, such as presenting projects or taking notes for the Secretary).
 - Executive Team meetings offer exposure to team dynamics in operating the STL-ODN organization and a way to build more intimate relationships with several local OD professionals.
- Attending our monthly programs builds awareness of the key issues being discussed within the OD community and an opportunity to network more broadly.



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Benefits: In addition to practical experience, opportunities to build your professional network, and a virtual work environment, we offer a number of tangible benefits. As with all STL-ODN roles, this is not a paid position. However, we do provide an honorarium to help defray any costs to you and to demonstrate our gratitude.

- Honorarium of \$550, paid by check in two installments, at the mid-point and end of the assignment.
- 1-Year complimentary STL-ODN Membership that includes access to the Members-only section (Member Directory, Presentation Archives) and discounts to all STL-ODN events.
- Website presence (biography and picture).
- Attendance at STL-ODN monthly meetings.
- Recognized at the annual Volunteer Recognition event.
- Weekly or bi-weekly one-on-one meetings with internship supervisor(s) & other ET members

Supervision:

- Your primary supervisor will be a designated member of the STL-ODN Executive Team, based on a combination of suitability, availability, and student preference.
- Beyond the primary supervisor, you will have access to other members of the Executive Team and/or Committees, depending on the project requirements and networking goals. We encourage exposure to more than one individual and project.

Criteria for Consideration:

- Successful candidates will be self-directed, able to work virtually, and possess good project management, interpersonal, and communication skills.
- Basic level operation of MS Word, MS Power Point, MS Excel and e-mail is required. Willingness to learn and use scheduling, conference calling and collaboration tools is a plus.
- You must be a graduate student in good standing or entering a local program focusing on leadership and organization development, I/O psychology, HR development, or a related program with OD coursework. Preference will be given to students with some basic organizational coursework complete.
- The university must be aware of and support the internship assignment.

Process & Timelines:

- **Applications are now being accepted. [Click here for the application form.](#) Applications are due May 1, 2015 at close of business, and should be e-mailed to Amy Quarton (amy.quarton@gmail.com).**
- All students who apply will be contacted. Finalists will be interviewed.

We welcome your questions at any time. Thank you!