Undergraduate Internship Opportunity:  
Student Coordinator for the Practicing Engaging Presentations (P.E.P.) Program

**Background Information:** The Academic Success and Tutoring Center (ASTC) supports Stony Brook University’s mission of ensuring a comprehensive, high quality undergraduate education by providing services that complement classroom instruction and encourage student success. Through collaborative efforts with academic departments and student services, the ASTC enhances, promotes, and develops tutorial and academic success programs, and is committed to creating an inclusive, supportive, student-centered learning environment, which stimulates critical thinking and productive learning.

**Student Coordinator Responsibilities Include:**
- Coordinating and marketing the Practicing Engaging Presentations (P.E.P.) Program, a six-week, not-for-credit public speaking seminar
- Scheduling and conducting interviews with potential participants
- Attending, assisting with, and preparing resources for each P.E.P. class
- Conducting one-on-one feedback sessions, which include videotaping and critiquing students’ presentations
- Creating and facilitating public speaking workshops for student groups
- Coordinating and helping to facilitate new instructor training workshops

If hired for the internship, you will be required to register for either of the following courses:
- **EXT 288:** Internship is for freshman/sophomores (less than 57 credit hours)
- **EXT 488:** Internship is for juniors/seniors (minimum 57 credit hours)

This is a full academic year (fall 2014 & spring 2015) internship worth 3-credits each semester. It requires about 12 hours of work each week.

**Required Qualifications:**
Applicants must possess a minimum GPA of 2.5 and be in good academic and judicial standing. Ideal candidates for this position must be organized, have excellent verbal and written communication skills, be willing to give constructive criticism to peers in regards to their public speaking skills, have strong decision-making skills, and enjoy working independently and as a member of a diverse team.

**Additional Information about EXT Internships:**
The EXT internships are hosted by the Career Center. If selected for the internship, you will work with a faculty sponsor and a site supervisor, both provided by the ASTC. You will be required to set academic goals for your internship with the faculty sponsor. The degree to which you meet those goals will be evaluated and S/U graded.

**Start Date:** Fall 2014

**How to Apply:** Interested applicants should submit a cover letter and resume to TutoringCenter@stonybrook.edu

**APPLICATION DEADLINE:** Wednesday, April 16, 2014