

111 Cummington Mall
Boston, Massachusetts 02215
T 617-353-8919 F 617-353-6457
www.bu.edu/cs

CAS Computer Science – Department Intern

We are seeking students to be part of our first class of Departmental Interns. Becoming a Department Intern promises to be a great experience for students looking to be leaders in our department and grow their leadership and project management skills in general. Positions are open to all students but preference is given to those who are CS majors or minors, or have taken CS courses.

The Department Interns will coordinate the co-curricular programming for our undergraduate student population. Through our co-curricular programs, we aim to expand opportunities for student engagement, and also introduce more students to our rapidly growing Department and to the field of Computer Science.

Supervised by the Department Administrator, and in consultation with the Director of Undergraduate Studies and Undergraduate Program Director, Department Interns will:

- Propose, coordinate, advertise, and execute regular seminars/workshops for undergraduate students over the course of the semester. These events would be open to all students, but targeting current CS students and especially targeting first and second year students in CS courses. Ideas for seminars and workshops will come from department interns, but examples could include presentations from guests such as BU faculty, administrators, students, or external guests. Or could also simply be informal get-togethers or study sessions for students.
- Interns would be responsible for crowdsourcing seminar/workshop ideas, coordinating the logistics, advertising to ensure turnout, getting feedback from students on what topics they enjoyed or what they wish would be replaced so as to influence what gets covered or talked about in future seminars/workshops.

In addition to the regular workshops and seminars, department interns would also:

- Help recruit for ad-hoc administrative events – Freshmen Fridays, Majors Expos, events or meetings that require student feedback or a student voice (BU in SF meeting, GE Digital meeting as two recent examples).
- Hopefully stay active in the department post-internship by recruiting future interns, volunteering at ad-hoc events, utilizing their relationship with the department administration to be a liaison between students and the department.

What will you gain from this experience?

- Leadership – Interns will build confidence in themselves and their leadership abilities by planning and executing events. They will learn to see themselves as leaders.
- Creativity and ownership – Interns will be asked to come up with programming for others to experience, which tests their own creativity and forces them to think relationally. What would benefit other students, what would others want to see/do/hear? What should we do? Giving students this kind of opportunity gives them ownership experience over projects.
- Communication – Interns will be the face of the co-curricular programmatic experience of the department. They will build skills in successful communication across very different populations.
- Organization – Planning events and executing them, working through barriers and red-tape, overcoming unexpected logistical issues, projecting and advocating for resources. These are all skills that cross disciplines and make future employees very valuable.
- Academic/Career Goals – helping bridge the academic and co/extra-curricular worlds for students will provide students a broader understanding of how their own academic experience (coursework, research, etc) fit into the world of computing and computer science.