STUDENT AFFAIRS IMMERSION LEARNING (SAIL)

Job Description for Four Week Placements

Department: American Indian Services

1. Overview of Program objectives and Mission Statement and Web Page:
   Meet staff and students.
2. Review “Essential Understandings of American Indians at the Collegiate
   Level” document and have discussion with staff
3. Review annual calendar and the activities that take place throughout the
   academic year
4. Job Shadow Director:
   a. To learn about advising
   b. To learn about budget
   c. To learn about committee involvement
   d. Participate in the activities during placement, depending on what is
      scheduled.
5. Attend staff meetings:
6. Participate in an exit meeting with the unit Director and staff: