



# ELON

TRUITT CENTER FOR  
Religious and  
Spiritual Life

## **Truitt Center First Year Multifaith Internship**

### **Job Description 2025-2026**

Do you want to explore various spiritual, religious, and ethical traditions? Do you want to learn how to listen to and connect with others more deeply? Do you want to make a difference on Elon's campus by supporting spiritual, religious, and ethical communities and fostering spaces for engagement across lines of difference? Then the Truitt Center's Multifaith Internship is for you!

The MFI is an 8-10 hour/week internship for the entire academic year that provides opportunities to develop professional skills while engaging in meaningful personal and spiritual growth. Students are supervised by the Associate Chaplain for Jewish Life. They will work closely with the TC Administrative Assistant, the Director of Multifaith Engagement and Programming, and other TC staff.

### **The responsibilities of the internship are as follows:**

#### **Meetings and Cohort Experiences (1-2 hrs/wk)**

- Students will meet as group weekly on Friday afternoons, usually for 1.5 hours (Fall Semester 3:00-4:30PM). These weekly meetings are opportunities for learning, training, discussing, planning, and group work.
- Students will meet ~6 times a semester with their supervisor to reflect on their experience in the internship and check in on tasks and projects.
- There will be fall and spring retreats (Sept 7<sup>th</sup>, and TBD) that include site visits and time for more intensive reflection. Other site visits may be scheduled as time allows.
- Optional: Students may attend ILS Aug 8-10. Students must attend informational session in advance and debrief. Students will be asked to write a short assignment about their experience.

#### **Front Desk Office Hours (2 hrs/wk):**

- Students will have office hours at the Numen Lumen front desk where they will be responsible for greeting visitors, answering phones, or assisting with other tasks as assigned by Administrative Assistant or Program Assistant for TC.

- Students can use this time to complete other tasks related to the internship, such as writing reflections for one-on-ones, learning about various spiritual, religious, and ethical traditions, work related to community engagement, personal projects, or assessment.
- Students may have the option to take on additional paid hours at the front desk. Any additional hours will be coordinated with the TC Administrative Assistant and will not count as hours for the internship.

#### **One-on-One Multifaith Engagement (1-2 hrs/wk)**

- Students will engage in 1 multifaith one-on-one conversation per week of approximately 1 hour (~20/year). These conversations should be with a mix of students, faculty, and staff from a diverse range of spiritual, religious, and ethical backgrounds. These conversations are meant to hone listening skills, provide exposure to different lived experiences, and broaden the reach of the TC across campus.
- Students should spend a second hour writing up what they have learned in their weekly one-on-one. This writeup can be done during front desk hours.
- Students should begin their one-on-ones by meeting with various members of the TC team such as chaplains, administrative staff, and 2<sup>nd</sup> year MFIs.

#### **Community Multifaith Engagement (Programming, Events, and Festivals) (1-4 hrs/wk)**

- Students should be available to work all TC festivals (including setup and cleanup) and attend specified events and programming unless students have an approved reason for absence.
- Each student is expected to take the lead on certain festivals once or twice a semester (Diwali, Lights and Luminaries, Lunar New Year, Eid, Holi). For each festival, students will meet with the Director of Multifaith Engagement and Programming approximately three times to plan educational content around each festival and once afterwards for a debrief. As part of the event planning process, students will research these festivals and meet with community members from related religious, spiritual, and ethical traditions.
- Students will serve on the leadership team of the Ripple conference (Feb 13-15). The weeks leading up to Ripple will be full of conference-related work. Students should expect approximately 40-50 hours of total work for Ripple (Nov -Feb).
- Students will make occasional contributions to TC newsletter and social media accounts related to programming, events, and festivals.

- Students may be asked to represent the TC at occasional events and programming across campus.

#### **Intern Project (1 hr/week):**

- Each student will develop a personal project that meets an underserved need of some spiritual, religious, or ethical community group or identity on campus.
- The project should align with the goals of the Multifaith Strategic plan, be achievable by the end of the internship, and provide the intern with an opportunity for meaningful growth.
- Between brainstorming, planning, execution, and reflection/assessment, students should expect to spend approximately 20 hours during the year on their projects.
- Students will write a short reflection afterwards on their experience.
- Past examples of projects include piloting shabbat morning services, holding a social justice open mic night, running a 6-week Buddhist book club, establishing a new student org, reviving an existing student org, curating an art exhibition, and organizing a service project, etc.
- Projects will be developed, designed, approved, and implemented in consultation with their supervisor and any other appropriate TC professional staff.

#### **Goals, Tracking, Reflection, and Assessment (1 hr/week)**

- Students will identify two goals: one for personal growth and one for professional growth that they will work on developing throughout the internship.
- Students will log their hours in a TC spreadsheet every 1-2 weeks detailing the work they have performed.
- There will be occasional surveys, short writing assignments, and other opportunities for reflection.

#### **Other Expectations:**

- **Representing the Truitt Center:** Students represent the TC across campus even when not officially working. Please share information widely (such as recruiting for events), speak the good that you know of the TC, and help get the word out about the good work that we are doing!
- **Plan your schedule in advance:** Hours/wk are approximations based on averages. These numbers will vary from week to week based on festivals, events, and programming – plan accordingly!

- **Communication + Correspondence:** Students should respond to communications from all professional staff in a clear and timely manner.
- **Attendance:** Attendance at all weekly meetings, retreats, and TC festivals is mandatory unless a specific reason is provided well in advance (such as a class conflict) or a student is sick. Students must be released of duties by their supervisor.
- **Shared responsibility:** Students will take ownership of their own experiences. If you need something, ask. If you have a problem, speak up. Support and care for each other.

### **Learning Outcomes:**

1. Multifaith literacy: students know more about religious, spiritual, and ethical (RSE) traditions and identities
2. Awareness: students have a better sense of their own RSE identities, orientations, and traditions and what impact these have had on their own lives
3. Listening: students gain skills in listening to others, including listening to others speaking about their RSE identities
4. Expressing: students feel comfortable speaking about their own RSE identities
5. Dialogue across difference: students can participate and facilitate dialogues across differences, including RSE differences.
6. Event planning: students have gained professional skills in crafting, planning, and executing meaningful events
7. Community building: students learn how to create connections with others (including through programming, one-on-ones, and other engagements) that foster a sense of community