

Paid Graduate Internship

Job Title: UTLSI Intern

Student Success Center, University of Tennessee, Knoxville

The Student Success Center (SSC) at the University of Tennessee, Knoxville is looking for a vibrant, people-oriented, organized individual interested in working in a team environment dedicated to student success. The SSC invites applications and nominations for a paid Graduate Internship supporting the UT LEAD Summer Institute (UTLSI) beginning in the Fall 2018 and continuing through Spring 2019. This internship has the opportunity of extending through Summer 2019. As part of the larger UT LEAD program (LEAD stands for Leadership, Excellence, Achievement, and Diversity), UTLSI promotes undergraduate success, academic excellence, and persistence to graduation.

Responsibilities: Paid graduate interns will be expected to work 15 to 20 hours per week and will report to the Assistant Director for UT LEAD. The Graduate Intern will be primarily responsible for assisting with UTLSI planning, administration, and assessment. Duties may include: recruiting, hiring and training UTLSI counselors; assisting with UT admissions in recruiting, interviewing, and selecting the 2019 UTLSI cohort of 40 students; facilitating or managing specific UT LEAD/LSI programs and events; scheduling facilitators and weekend trips for summer program; conducting campus-wide outreach, event planning, and assisting in and supporting the day-to-day operations of the Student Success Center.

Desired Qualifications:

- Demonstrated commitment to UT values of educational access, diversity, and inclusion
- Experience working supporting the growth and success of undergraduate students
- Experience advocating and supporting under-represented and high achieving students
- Leadership and management skills
- Exceptional organization and planning skills
- Excellent presentation and outreach skills
- Familiarity with assessment of programs and initiatives

Knowledge, Skills, and Abilities

- Excellent organizational skills with the ability to prioritize work and meet deadlines
- Strong interpersonal communication skills, including oral, written, and listening
- Ability to work alone and/or part of a team cooperatively in a busy environment
- Demonstrated evidence of effective working relationships with students, faculty, and staff
- Proficiency in Microsoft Office Systems (Word, PowerPoint, Excel)

Salary and Benefits

- \$15/Hourly Rate
- Internship may be used for course credit

Application and Timeline: Candidates must complete the following form [UTLSI Graduate Intern Form](#) and send their resume and cover letter to utlead@utk.edu. Applicants should have one professional reference submit the following form: [Professional Reference Form](#).

All materials must be received by Friday, October 26th for full consideration.