



Leadership in Higher Education

Business Division: New Initiatives Intern

Department: Business Administration Division
Dale Kramer and Donna Van Rooy

Title of Internship: New Initiatives Intern

New Initiatives Internship Description

Position Description:

The Business Administration Division New Initiatives Intern will serve as project manager for 3 to 5 new undergraduate and graduate programs to be considered in the Business Division. The intern will report to the Director of the MBA program and the Division Chairperson.

Leadership opportunities and tasks will include cooperative work with leaders in other campus academic programs as well as administrative offices across campus. The intern will have the opportunity to participate in academic meetings, learn about curricula, course scheduling, strategic thinking, distance delivery, financing for new programs and program adoption and marketing.

Major Internship Responsibilities:

Specific duties include:

- Research the need for specific programs in the target market areas
- Identify the challenges and opportunities associated with new programs
- Determine resources needed for new initiatives
- Investigate accreditation needs associated with new programs
- Develop a time-line for proposing and mounting new initiatives
- Identify additional new program options

In addition, the intern would

- Research potential e-learning options for the Division
- Provide recommendations and plans for adopting e-learning initiatives
- Assist with analysis of existing data related to adoption of new programs
- Produce written reports related to project work

Preferred Background or Skills:

1. Bachelor's degree required; Second year intern preferred.

2. Training and development, education, or instructional technology a plus but not required.
3. Good organizational skills, time management, and the ability to juggle multiple tasks.
4. Basic understanding of online learning.
5. Strong analytical and creative problem-solving skills.

Special Considerations, Special Hours, Unusual Tasks (that might require physical exertion, for example), Required Travel:

None