



# Leadership in Higher Education LHE/MAEd Intern

Department: Division of Education

Title of Internship: Leadership in Higher Education and Master of Arts in Education Intern

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## Leadership in Higher Education and Master of Arts in Education Internship Description

### Position Description:

The LHE/MAEd Intern will receive a list of assigned duties that build on the intern's experience to date and would enhance the intern's professional aspirations. The intern would be introduced to the full range of work done in Education graduate programs and be afforded an opportunity to obtain experience and skill in assuming leadership duties typical of academic affairs administration. The intern will also work with the Graduate Admission Office, assisting in website maintenance and recruiting students.

### Major LHE Internship Responsibilities:

1. Inform LHE students of practicum requirements
2. Establish timelines and guidelines for applying for practica
3. Contact supervisors and other campus staff about possible practica opportunities
4. Organize applications and other materials related to the practica
5. Maintain LHE Blackboard site, updating the site with relevant and important information for LHE students.
6. Participate and organize recruitment sessions and informational fairs pertaining the LHE program
7. Generate communications and organize internship placement of new and current LHE students

### Major MAEd Internship Responsibilities:

1. Assist with new program and recruitment efforts
2. Assist with advising and administrative tasks
3. Attend faculty and committee meetings
4. Obtain information pertaining to academic programming and offer analysis of such information
5. Participate in recruitment efforts

**Preferred Background or Skills:**

1. Knowledge of computer applications, including internet, word processing, and databases.
2. Skill in multi-tasking and working well independently.
3. Strong organizational skills and attention to detail.
4. Familiarization with teaching profession preferred, but not necessary.
5. Ability to work with diverse faculty and collaborate in a group environment.
6. Excellent interpersonal and written communication skills.

**Special Considerations:**

None

**Special Hours:**

None

**Unusual Tasks (that might require physical exertion, for example):**

None

**Required Travel:**

Possible