STUDENT POSITION DESCRIPTION

Undergraduate Research Intern/Research Mentor

Hiring Department: Dean of Students Research Institute
Supervisor: Audrey Sorrells, Ph.D. Application Deadline: As Advertised
Hours per week: 10 Hours per week
Length of appointment: One academic year.

POSITION OVERVIEW
Undergraduate Research Interns/Research Mentors will assist the Dean of Students Research Institute. The purpose of the two-semester undergraduate research internship is to build competencies in the areas of research and student affairs in higher education and to increase student and leadership development. Interns/mentors increase professional competencies through exposure to the culture of higher education/student affairs, and utilize research skills and increase competencies surrounding study design, data collection, coding, analysis, and reporting. To stimulate and support leadership development, undergraduate interns will also serve as mentors who work collaboratively with various university faculty and student affairs administrators and staff, as well as small groups of first year students that they will mentor. Mentoring activities will include assisting first-year students with writing and research projects as well as adjusting to campus life (360 Connections). Position is not a paid position.

STUDENT LEARNING ASSOCIATED WITH THIS POSITION
1. Humanitarianism and Civic Engagement – Gain an understanding and appreciation for individual differences, and develop a sense of global citizenship.
2. Intrapersonal/Interpersonal Development – Be able to articulate your personal talents, skills, values and act with integrity while managing conflict and working collaboratively with teams.
3. Personal and Professional Competence – Learn to communicate effectively, pursue goals and maintain well being.
4. Learning, Application, and Integration – Acquire, process, and connect information to make decisions.
5. Critical Thinking and Problem Solving – Learn how to identify issues, reflect, and creatively develop solutions.

QUALIFICATIONS
• Full time undergraduate student
• Strong written and oral communication skills, attention to detail and the ability to follow protocols.
• Strong analytical skills and ability to meet deadlines
• Ability to collaborate and work in teams
• Enroll in and successfully complete UGS 312, Undergraduate Research Methods course

DUTIES AND RESPONSIBILITIES
• Participate in assigned research and program review initiatives
• Engage in data collection and coding
• Provide support and assistance to the OUR UT Program
• Attend all required meetings and trainings
• Maintain and organize any files they are assigned.
• Serve as mentors with small groups of first year OUR UT research scholars.
• Assist first-year students with writing and research projects as well as adjusting to campus life (360 Connections).
• Assist in writing reports and preparing professional presentations.

HIRING PROCESS
1. Apply through the University of Texas (ULN) University Leadership Network or via direct contact with the Dean of Students Research Institute.
2. Interview with Dean of Students Staff and Administrators
3. This is not a paid position