STUDENT POSITION DESCRIPTION

University Leadership Network Research Intern

Hiring Department: Dean of Students Research Institute
Supervisor: Rachel Wulbert
Application Deadline: As Advertised

Hours per week: 10
Length of appointment: As Indicated by the ULN Program

POSITION OVERVIEW
The Undergraduate Research Intern for the Dean of Students Research Institute will support research activity as data collection, data input, transcription, and coding. (Two positions.)

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
• Excellent written and oral communication skills, attention to detail and the ability to follow protocols.
• Strong analytical skills
• Demonstrated ability to meet deadlines and following instructions.
• Ability to collaborate and work in teams
• Willingness to initiate, plan, and lead research activities
• Commitment to tasks completion

DUTIES AND RESPONSIBILITIES
• Participate in assigned research and program review initiatives
• Engage in data collection, data input, transcription, 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 and 360 Connections participants.
• Assist in writing reports and preparing professional presentations.

HIRING PROCESS
1. Application process handled through the University Leadership Network.