STUDENT POSITION DESCRIPTION

UNIVERSITY LEADERSHIP NETWORK INTERNSHIP: MEDIA OUTREACH

Hiring Department: Leadership and Ethics Institute
Supervisor: Jared Hopper
Application Deadline: As Advertised
Hours per week: 10
Length of appointment: Fall and Spring semester

POSITION OVERVIEW
The intern will work closely with LEI staff to provide support and assist in the planning, organizing, marketing, and implementation of LEI’s events and programs for Fall 2014 – Spring 2015. The LEI media outreach intern will attend LEAP sessions and other functions to take pictures and to connect with social media, as well as help with providing content for the LEI Web site. This position is only for students that are in the University Leadership Network program.

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
• Engaged academically and socially at UT Austin.
• Be somewhat familiar/have experience with LEI and it’s programs.
• Communicates effectively in person, via email, and by phone.
• Ability to work independently and juggle multiple tasks at once.
• Ability to work some nights and weekends for events and programs.
• Strong attention to detail with good organizational skills.
• Passion for helping other students grow and develop as ethical leaders.

DUTIES AND RESPONSIBILITIES
• Attend weekly meetings with supervisor
• Help create and carryout social media projects
• Data entry for LEI assessment and evaluations
• Provide assistance in putting together materials, packets, binders, etc. for each event and program
• Assist with outreach for each event and program
• Other duties as assigned
HIRING PROCESS

1. [List the steps each candidate must follow in order to be considered; how they can apply; when they can expect a response to their application; expected start date, etc.]

2. 