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 events and programs for this internship will include, but may not be limited to: Leadership, Education and Progress (LEAP), the CHANGE Institute, the Texas Leadership Summit, and the Swing Out Awards.

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 project plans for each event/program
- Work with staff and volunteers on even days to help with set-up, implementation, management, and takedown
- 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.