

STUDENT POSITION DESCRIPTION

HORNSLINK INTERN

Hiring Department: Student Activities

Supervisor: Student Organization Policy Advisor

Hours per week: 10

Length of appointment: September through May

Application Deadline: As Advertised

POSITION OVERVIEW

HornsLink interns will support student organizations, educate the student body about HornsLink and coordinate outreach initiatives to increase awareness and use of HornsLink. HornsLink is a Web based platform that allows students to connect with registered and sponsored student organizations at the University of Texas at Austin. Students can find events and activities, explore opportunities based on their unique interests, advertise events, connect with members and conduct student organization elections. Students can also track their campus involvement in a leadership resume, enlist in the “Burnt Orange Society” and join organizations on campus.

STUDENT LEARNING ASSOCIATED WITH THIS POSITON

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

- Strong oral and written communication skills
- Organized and detail-oriented
- Ability to work autonomously
- Preferred majors include Marketing, Communications and Business

DUTIES AND RESPONSIBILITIES

- Create, plan, coordinate and staff outreach events to connect students and student organizations to HornsLink
- Develop HornsLink marketing and communications plan
- Schedule and perform outreach presentations about HornsLink to student organization officers and members and academic or administrative units
- Coordinate weekly HornsLink Student Leader Trainings, including advertising and presenting
- Develop a working knowledge of the Institutional Rules, specifically those regarding student organizations, co-sponsorship, events and trademark and licensing
- Update and maintain regular HornsLink tasks such as event approval for student organization events
- Audit student organization use of HornsLink
- Other duties as assigned

HIRING PROCESS

1. Participate in the ULN selection process.