

# STUDENT POSITION DESCRIPTION

## UNIVERSITY LEADERSHIP NETWORK INTERN

Hiring Department: Sorority and Fraternity Life

Supervisor: Jaden Felix

Hours per week: 10

Length of appointment: 2 long semesters

**Application Deadline: As Advertised**

### POSITION OVERVIEW

The University Leadership Network Internship within Office of the Dean of Students will focus on student leadership, programming, and experience at The University of Texas at Austin. Interns will be able to create leadership and training resources, as well as, contribute to area projects and events during academic year.

### 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

- You enjoy problem solving, making programs/events better, and creating solutions
- You are an effective communicator and enjoy creating/giving presentations.
- You are enthusiastic about leadership, success, connection and learning.
- You enjoy working in an office environment and are punctual.
- You are comfortable working independently and in a team.
- You enjoy problem solving and creating solutions.

### DUTIES AND RESPONSIBILITIES

- Create sorority and fraternity community resources focused on leadership, programming, and communication.
- Contribute to the success of events, programs, communication and outreach efforts
- Meet with supervisor for ideation, updates, and troubleshooting
- Assist with administrative functions related to role

### HIRING PROCESS

1. The selection process, matching, and interview schedule is led by the University Leadership Network.
2. Questions specific to our internship position can be directed to [sfl@austin.utexas.edu](mailto:sfl@austin.utexas.edu).
3. After careful review, the successful candidate will receive confirmation of placement and begin working in the office.