



Graduate Internship Opportunity



The School of Education and Professional Studies/ Graduate Division announces a graduate intern position for Spring 2025 and the 2024-2025 academic year. Under the supervision of the Dean's Office, the intern will apply graduate coursework concepts to tasks involved in day-to-day operations of an organizational unit. The intern will also assist with special projects related to graduate and undergraduate recruitment, and alumni relations, as they occur.

To apply, please complete submit cover letter, resume, and information for 2 references to graduateadmission@easternct.edu



- Assist with day-to-day office operations
- Assist with graduate and undergraduate recruitment
- Assist with alumni relations
- Assist with planning, scheduling, and preparation of materials for a variety of meetings
- Perform related duties as assigned

See reverse for a full description of responsibilities

School of Education & Professional Studies/
Graduate Division

Graduate Internship for on-campus employment is limited to two academic terms and may include no more than two summer terms. Interns are limited to part-time graduate enrollment, which must be maintained for the duration of the internship. Interns are expected to work 35 hours per week, including summers. A stipend and tuition and fee waivers will be provided.

Webb Hall 160
Eastern CT State University
83 Windham Street
Willimantic, CT 06226

www.easternct.edu/graduate

School of Education and Professional Studies/ The Graduate Division

THE INTERN'S RESPONSIBILITIES WILL BE TO:

1. **Assist with day-to-day office operations, such as:**
 - A. Write job descriptions for, interview, train, schedule, and evaluate undergraduate student workers
 - B. Evaluate office processes for bottlenecks, redundancies, high-propensities-for-error, and other inefficiencies; propose revisions as appropriate
 - C. Develop and test surveys, spreadsheets, and other methods of collecting and monitoring data for reporting and accreditation purposes
 - D. Update procedural documents and manuals
 - E. Review documents for appropriate scanning, processing, signatures, tracking, etc.
2. **Assist with graduate and undergraduate recruitment, such as:**
 - A. Answer requests for information about relevant programs
 - B. Develop training and materials to enable undergraduate student workers to answer simple information requests, and to refer more complex requests to the appropriate person
 - C. Analyze relevant markets and develop recruiting materials for print and web publication
 - D. Attend recruiting events and assist with related activities
3. **Support Slate processes for the Dean's Office, such as:**
 - A. Answer Slate questions for graduate applicants, and support candidates throughout the application process
 - B. Engage in outreach to applicants who are still missing materials, to help them complete their applications
 - C. Collaborate with the Admissions Office to complete any updates needed with the Slate platform
4. **Assist with alumni relations, such as:**
 - A. Answer requests for information and assistance from alumni
 - B. Interview appropriate personnel to determine existing mechanisms for connecting with alumni of our programs
 - C. Propose systems to support the development of internship opportunities using alumni networks
5. **Assist with planning, scheduling, and preparation of materials for a variety of meetings/events, such as:**
 - A. Office staff meetings
 - B. Department Chairs' meetings
 - C. Meetings with individual students or faculty
 - D. Conferences and events
6. **Perform additional duties as assigned**