



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](mailto: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](http://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**