

UNIVERSITY OF
NORTHERN COLORADO
Honors Program

Internship Position Description

The Honors Program is opening internship positions for current graduate students at the University of Northern Colorado.

Intern Positions Available:

- Recruitment Specialist
- Workshop and Activity Coordinator
- Student Honors Council Advisor
- Community Engagement Coordinator

Position Details:

Unpaid internship. 4 ½ month, Fall 2020 semester and/or Spring 2021 semester positions
8-12 hours per week (depending on credit hour enrollment)

Honors Program Mission:

The University of Northern Colorado Honors Program develops a diverse community of intellectually engaged student scholars through an enriched curriculum that supports undergraduate research and creative endeavors, and promotes critical thinking, inquiry analysis, integrative learning, intercultural competence, community engagement, and problem solving.

Position Descriptions

Recruitment Specialist:

- Coordinate program recruitment efforts.
- Meet with prospective students and their guests
- Collaborate with Admissions on recruitment events
- Assist with coordinating the admissions application processing

Workshop Coordinator:

- Collaborate with other units on campus to offer professional and scholarly development workshops and other activities
- Supervise promotional efforts for workshops and activities.
- Assess the effectiveness of the Honors Program workshop and activity offerings

Student Honors Council Advisor:

- Using best practices for developing student leaders, provide advising and coaching to the Student Honors Council.
- Provide assistance to the Student Honors Council for their event programming and community building activities.
- Assist the Council with managing their budget and developing relevant fundraising opportunities.

Community Engagement Coordinator:

- Collaborate with other units to develop community engaged opportunities based in best practices for civic engagement. Support and encourage participation.
- Assist with inclusivity and diversity initiatives and to support the mission of honors to develop a diverse community.

Qualifications:

Minimum Qualifications: Successful candidates must demonstrate strong written and verbal communication skills and a commitment to working with diverse student populations. Candidates must also be team oriented and work with a high level of self-direction and initiative, with the ability to multi-task and work in a fast-paced office.

Preferred Qualifications: It is preferred that candidates have a commitment to and understanding of student development, leadership and community engagement. Experience with recruitment, outreach, media relations, promotional materials design, and/or event coordination is highly desired. Candidates whose dissertation work or professional goals parallel Honors Program mission and goals are encouraged to apply.

Job Requirements: Candidates must be proficient in MS Office suite and be able to work at a computer terminal in an office setting. Candidates must be able to communicate effectively both in writing and orally.

Compensation: These are **unpaid internship positions** and will be fully supported and supervised by the Director for Honors and Scholars with opportunities to develop skills and experience relevant to the intern's future career goals.

Application

Applications are currently being accepted for all of these positions. To apply send the following:

- cover letter regarding your interest in the position (please state which position(s))
- curriculum vita or resume
- contact information for three references

Send by **May 15, 2020** to the following email address:

E-mail: **margaret.kelley@unco.edu**

with the subject header: "Honors Internship Application"

Questions? Please call:

HSL Office Phone: 970-351-2940

Or 970-351-4054

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