



CSHPE Internship Job Description

2023-2024

Program/office name: Michigan Research and Discovery Scholars

Internship job title: Michigan Research and Discovery Scholars (MRADS) Graduate Intern

Office location/address: Mosher-Jordan Residence Hall, 200 Observatory

Website: lsa.umich.edu/mrads

Name of supervisor: Dr. Janae' Collier (she/her/hers)

Supervisor phone number and email address: drjanae@umich.edu | 734-936-6536

On-campus at the University of Michigan or off-campus? On campus

Hourly salary: \$18/hr

Number of hours per week (Must be 10-20 hours per week): 15-20

Approximate percentage of time working directly with students: 75%

Approximate time working remote: 20%

Is work study required? No

Approximate start and end date: August 3, 2023-May 2024 (start date can be negotiated)

Type of internship:

☒ Student Affairs or Services (e.g., admissions, academic advising, student programs, etc. that are student-facing or support student-facing work)

☐ Higher Education Administration (e.g., program management, general project coordination, etc.)

☐ Research/Assessment/Evaluation

☐ Other: _____

As an intern, you will gain experience in or exposure to the following areas:

	High	Medium	Low	None
Advising (Academic advising)			x	
Advising (Student advising of non-academic issues)	x			
Academic Program Management		x		
Admissions/Recruitment		x		
Alumni Relationship-Building			x	
Assessment/Program Evaluation		x		
Budget Management			x	
Career Services			x	
Crisis Management		x		
Curriculum Development or Support			x	
Event Planning	x			
Faculty Support				x
Focus on Diversity, Equity, and Inclusion (DEI)	x			
Focus on Social Justice Issues	x			
Fundraising/Development				x
Grant Writing				x
International or Global Education/Study Abroad				x
Living-Learning Community/Housing	x			
Marketing/Communications		x		
Public Speaking		x		
Research				x

Service Learning/Civic Engagement			x	
Student Activities/ Co-Curricular Programming	x			
Supervision	x			
Teaching/Group Facilitation	x			

Job description: The Michigan Research and Discovery Scholars (MRADS) program, a living/learning community for first-year students engaged in undergraduate research projects, is looking for a graduate student intern to assist with program administration. Responsibilities will be based in part on the intern's skill set, interests, and availability. Main requirements include supervising MRADS sophomore peer mentors, specifically in the areas of event planning and supervision, evaluation, student leadership development, and professional development. The intern will help peer mentors create events for the community, as well as provide coaching and support for students as they build relationships with their mentees. Interns will develop trainings for the student leaders and facilitate them. These trainings include topics such as: professional development, intercultural awareness and competency, inclusive community building, and conflict resolution. Additionally the intern will coordinate recruitment activities and manage the undergraduate student recruiters. Intern should be able to work between 15 and 20 hours a week; this is NOT a live-in position. For more information about MRADS, please refer to the program website, www.lsa.umich.edu/mrads

This internship is ideal for those who are interested in which areas of higher education? Student Affairs, Student Development, Mentorship; Living Learning Communities; Residential Life/Education; Academic program administration; Co-curricular programming; event management.

What skills/knowledge will the intern gain from this internship? Advising student groups, coaching/advising student leaders, knowledge of building diverse and inclusive communities, academic and co-curricular program planning and administration, coaching/supporting first- and second-year students, managing budgets, admissions and recruitment strategies, developing student leader trainings and facilitation skills, intercultural competency.

What are the benefits of working here? Opportunity to work with diverse, motivated undergraduate students (approx. 15% of our students are first-generation and about 50% of our students identify as students of color). Hands-on mentorship and coaching. Encouragement for intern to be creative and innovative. Good overview of both Academic Affairs and Student Affairs. Event and program development experience. As MRADS has a small staff, there are plenty of opportunities for the intern to take on new areas of interest and develop innovative programs and initiatives. Responsibilities can expand with interests and skills of intern!

How do you describe your work style as a supervisor? Give the intern the opportunity to set clear, measurable goals and allow them space to take risks to grow professionally. MRADS has a fun, supportive environment and provides an opportunity to grow meaningful relationships with both students and staff. Communication both in person and via email is encouraged. If the intern is interested in learning more about U-M and other institutions, the supervisor is happy to help the intern build their professional network.

What are work expectations? Working well with a diverse group of undergraduate students, both individually and in groups. Detail oriented and able to meet deadlines. Communicating effectively and in a timely manner with fellow staff and students. Able to challenge and support undergraduate students. Student must be available to work on Wednesday evenings from 6-8pm for MRADS programming.

Optional: Words from previous student intern(s) regarding their experience in this role (please provide no more than a short paragraph).

"Working with MRADS has been a developmental experience for me. The staff has been incredibly committed to my growth and has helped me both bring my passions to the role as well as develop other skills necessary to succeed in higher education. This position has allowed me to step into many functional areas such as housing, academic programs, student success, and recruitment while remaining in a small, tight-knit community - which I truly value. In addition, I have loved getting to know all our students personally as they all have very diverse backgrounds, interests, and experiences. This internship was the perfect choice for me to be both challenged and supported throughout my graduate student career." - Madeline Boffi, CSHPE Intern 2017-2019