



CSHPE Internship Job Description

2024-2025

Program/office name: Office of Budget and Planning
Intern’s job title: Institutional Research Intern
Office location/address: Ann Arbor (remote)
Website: <https://obp.umich.edu/>
Name of supervisor and pronouns: Annette Sieg; she/her
How students should address their cover letter (e.g., To Dr. Lattuca, Dear Lisa, Dear hiring team, etc.)
 Dear Annette
Supervisor phone number and email address: (734) 763-0370
On-campus at the University of Michigan or off-campus? On-campus (remote)
Hourly salary: \$22
Number of hours per week (must be 10-20 hours per week): 10-20 hours per week
Approximate percentage of time working directly with students: 0%
Approximate percentage of time working remotely/virtually: 75+% (negotiable)
Is work study required? No
Approximate start and end date (e.g., early September 2024 to late April 2025) early September 2024 to late April 2025

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
Access and retention programs				
Advising (Academic advising)				
Advising (Student advising of non-academic issues)				
Academic Program Management				
Admissions/Recruitment				
Alumni Relationship-Building				
Assessment/Program Evaluation				
Budget Management				
Career Services				

Community Partnership-Building Initiatives				
Crisis Management				
Curriculum Development/ Instructional Support				
Event Planning				
Faculty Support				
Focus on Diversity, Equity, and Inclusion (DEI)				
Focus on Social Justice Issues				
Fundraising/Development				
Grant Writing				
International or Global Education/Study Abroad				
Living-Learning Community/Housing				
Online or virtual learning and engagement				
Marketing/Communications				
Multicultural or Identity Programs				
Public Speaking				
Research	X			
Service Learning/Civic Engagement				
Student Activities/ Co-Curricular Programming				
Supervision				
Tutoring programs				
Staff training and Development / Human Resources				
Teaching/Group Facilitation				
Staff/Personnel Development or HR support				
Other:				

Job description:

The Office of Budget and Planning (OBP) provides high-quality and comprehensive support for effective allocation of campus resources including analyses of key factors impacting student success and the student experience at the University of Michigan. As an OBP Institutional Research Intern, you will work to pull together data resources related to student success, analyze these data and produce engaging reports for different campus constituencies on areas of interest such as the experience of first generation college students, campus climate for diversity, student mental health and wellbeing, academic engagement and satisfaction, and identification of areas for improvement.

By joining OBP, the intern will gain institutional knowledge by working with U-M data and other campus resources to produce informative reports for different campus stakeholders on a variety of current and emerging areas of interest. The intern will also learn more about survey methodology and related research practices, and will come away with a better understanding of how institutional research helps support the University of Michigan's mission, decision making and daily operations.

This internship is ideal for those who are interested in which areas of higher education? Institutional research, data-driven decision making, survey data, data summarization and reporting, student success, supporting and advancing DEI initiatives in student success

What skills/knowledge will the intern gain from this internship? (If a position is in school or college, but does *not* require those technical skills, please identify that. For example, to work in the College of Engineering Career Resource Center, students may not need to have a STEM background.) Experience working with quantitative and qualitative data, translating complex patterns and data summaries into accessible reports and/or presentations, the challenges being faced in higher education

What are the benefits of working here? Learn about how a large public flagship institution of higher education is run from the central perspective of an office that supports decision making across campus through partnerships with campus leadership, institutional research and supporting strategic resource allocation and development. Develop new skills and experience in the collegial environment of the OBP team.

How do you describe your work style as a supervisor? Personable, flexible, detail oriented

What are work expectations? We want this position to be one in which you get as much out of it in terms of experience and skill development as we get your additional work in completing tasks and larger projects. We also want to benefit from your perspective as a student as we dive into survey and other data and pull out trends.

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

Additional Notes: