



CSHPE Internship Job Description

2024-2025

Program/office name: School of Information, Academic Programs and Student Life Team

Intern’s job title: Student Life Intern

Office location/address: 333 Maynard St., Ann Arbor and remote

Website: si.umich.edu

Name of supervisor and pronouns: Allison Sweet, she/her

How students should address their cover letter (e.g., To Dr. Lattuca, Dear Lisa, Dear hiring team, etc.):

Dear UMSI Student Life team,

Supervisor phone number and email address: 734-647-3110. wachtera@umich.edu

On-campus at the University of Michigan or off-campus? On-campus and/or remote

Hourly salary: \$25/hour

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

Approximate percentage of time working directly with students: 50%

Approximate percentage of time working remotely/virtually: 50% (can be flexible)

Is work study required? No

Approximate start and end date (e.g., early September 2024 to late April 2025) : ~August 15, 2024 - May 1, 2025, with the possibility of renewal for a second year

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		X		
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
Community Partnership-Building Initiatives		X		
Crisis Management			X	
Curriculum Development/ Instructional 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
Online or virtual learning and engagement		X		
Marketing/Communications		X		
Multicultural or Identity Programs	X			
Public Speaking		X		
Research		X		
Service Learning/Civic Engagement		X		
Student Activities/ Co-Curricular Programming	X			
Supervision				X
Tutoring programs				X
Staff training and Development / Human Resources				X
Teaching/Group Facilitation		X		
Staff/Personnel Development or HR support				X
Other:				

Job description:

The University of Michigan School of Information (UMSI) is a progressive, interdisciplinary professional school offering the Bachelor of Science in Information, Master of Applied Data Science, Master of Science in Information, Master of Health Informatics, Master of Applied Data Science, and the Ph.D. in Information. UMSI typically enrolls over 1200 students per academic year across our five academic programs. UMSI Student Life is committed to enhancing student educational experiences through programs, services, and opportunities that develop skills and foster a positive and accessible environment for all UMSI students starting with orientation through graduation. This includes student leadership, student organizations, wellness, community building, and campus life.

This position will work with the Senior Assistant Director of Student Life and Student Life Assistant to support and develop student life at UMSI. This will include advising support for UMSI's twenty student organizations, and programming development for school-wide wellness and leadership offerings, and other events including guest speakers, workshops, and community building opportunities. This position will also conduct research and benchmarking across campus in the areas of student life and student development to elicit new ideas and connections to bring to UMSI. Additionally, this position will support efforts with commencement and orientation planning and operations. More details about Student Life offerings at UMSI can be found on our website (<https://www.si.umich.edu/programs/student-life-umsi>). We collaborate closely across UMSI offices including the Office of Academic and Student Affairs, the Diversity, Equity and Inclusion Office, and the Engaged Learning Office.

The exact responsibilities of this position will be based on applicants' experience, interest, and the needs of the office and could vary from the responsibilities outlined here. The selected candidate will be exposed to the larger student affairs aspects of UMSI and the University of Michigan.

This internship is ideal for those who are interested in which areas of higher education?

This internship is ideal for anyone interested in student life, student organizations, and extra-curricular programming within an academic unit. An applicant who is passionate about social justice, student leadership and engagement, and student wellness will find this internship exciting and fulfilling.

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.)

The position offers experience with a school-based student affairs team within an academic unit with exposure to multiple functions including student life, advising student organizations, and major events management. The intern will gain skills in project management, program development, student life advising, and event coordination. A background in Information or technical skills are not required.

What are the benefits of working here?

UMSI is a well-supported, dynamic, and motivating work environment. Our student affairs team is composed of experienced professionals who serve as supportive mentors to our staff and students. A benefit to this position is the ability for creativity and strong integration into developing a growing student life experience at UMSI. We also offer a cohort-model for our interns and will be providing training and professional development for all of our interns across our office.

How do you describe your work style as a supervisor?

Supportive, collaborative, and committed. I look forward to developing the individual in this position by sharing my experience as a higher education professional, while integrating their theoretical knowledge and student experiences to cultivate UMSI's student life together. I appreciate the passion around student life that a candidate should bring to this position and would be flexible to work with this candidate to ensure the work remains relevant and intriguing to their educational and professional growth.

What are work expectations?

Interested applicants should have the following qualifications:

A high degree of initiative, creative thinking, and problem solving. Flexible and able to adjust to shifting priorities. Enthusiasm and energy for working on behalf of students and their academic/career interests. Strong organizational skills and attention to detail. Excellent follow through skills. Ability to work effectively independently and as part of a team. Reasonable level of computing skills including general knowledge of Google Suite, MS Word and Excel, online research skills, and general comfort with web-based systems.

Availability to work on-site and/or remote 15-20 hours per week throughout the academic year during normal business hours (Monday-Friday 8:00am-5:00pm).

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

"This internship was very valuable, even in light of traversing a trying time on campus given the global pandemic. Although traditional student life activities and programming were unable to take place, it gave our team an opportunity to think collectively to find new ways to care for and support students. We were able to trial several new offerings and learn from students how we could best deliver meaningful student affairs initiatives. Further, Allison was incredibly flexible and helpful as I traversed my own student experience, working with me to support my learning and mental health throughout the year."

"My experience as a UMSI OASA intern was a formative part of my graduate experience. I had numerous opportunities to learn and grow as a student affairs professional and I especially enjoyed collaborating with staff and other graduate interns. My supervisor was very supportive, encouraging and went out of their way to make me feel like a member of the team. I value my time at UMSI greatly and strongly recommend it as an internship site!"

Additional Notes: