



## CSHPE Internship Job Description

2024-2025

**Program/office name:** School of Information, Office of Academic and Student Affairs  
**Intern’s job title:** Diversity Recruitment and Admissions Intern  
**Office location/address:** The UMSI Collegian, 333 Maynard Street, Ste 500  
**Website:** <https://www.si.umich.edu>  
**Name of supervisor and pronouns:** LeAnna Level (LEE AH-nuh, she/her/hers)  
**How students should address their cover letter:** Dear LeAnna  
**Supervisor phone number and email address:** 734-763-2285, level@umich.edu  
**On-campus at the University of Michigan or off-campus?** On-Campus  
**Hourly salary:** \$25  
**Number of hours per week:** 15-20, flexible with the needs of the intern  
**Approximate percentage of time working directly with students:** 60-70%  
**Approximate percentage of time working remotely/virtually:** 20%  
**Is work study required?** No  
**Approximate start and end date** August 2024- May 2025, flexible with the needs of hired intern

**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 School of Information (UMSI) is a progressive, interdisciplinary professional school offering a Bachelor of Science in Information, a Master of Science in Information, a Master of Health Informatics, and a Ph.D. Our mission is to create and share knowledge so that people will use information – with technology – to build a better world.

This position is an opportunity to join an innovative, student-centered student affairs team serving a talented and diverse student population. Reporting to the Assistant Director of Diversity Recruitment and Admissions you will contribute to the recruitment and yield applicants to all UMSI programs, with an emphasis on populations historically marginalized and underrepresented in higher education. General duties and responsibilities are as follows:

- Collaborate with the Recruitment and Admissions team to develop execute and diversity recruitment and initiatives to promote access to UMSI for students from historically underrepresented and underserved communities to UMSI degree programs.
- Assist in maintaining relationships with schools, programs, and organizations serving diverse student populations.
- Contribute to the planning and execution of outreach activities targeting underrepresented communities.
- Assistant in the execution of recruitment and yield events including (but not limited to) information sessions, college fairs/visits, and admitted student days.
- Collaborate with the admissions team in processing application materials and evaluations of applications.
- Answer prospective student inquiries via email or through 1:1 appointments.
- Contribute to recruitment communications plans.
- Special projects as determined by supervisor and intern.
- The specific responsibilities of this position will be based on the candidate’s experience and interest, as well as the needs of the office, and could vary from the responsibilities outlined here.

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

For students who have an interest in access, recruitment, admissions, and enrollment management.

**What skills/knowledge will the intern gain from this internship?**

- Knowledge of coaching, admissions, and recruitment work.
- Experience with access, outreach, and recruitment efforts focused on underrespected students.
- Experience in refining and implementing academic and social programs
- Continued growth in event planning
- Experience public speaking in front of a variety of audiences

- Opportunity to refine communication/marketing approaches and materials

**What are the benefits of working here?**

UMSI offers a supportive and dynamic work environment. Our team of student affairs professionals is dedicated, collaborative, and focused on student needs. In this role, you have the opportunity to contribute to a growing recruitment and admissions team within the larger student affairs department. We prioritize a supportive and collaborative atmosphere to enhance your professional skills, aligning with your future career goals. Team members are well-versed in the University's landscape and are committed to supporting the intern network across campus. Finally, UMSI remains committed to providing flexible work arrangements as it relates to remote and hybrid options - OASA in particular does not approach work policies with a "one-size-fits-all" mentality.

**How do you describe your work style as a supervisor?**

My approach to supervision is characterized by support and encouragement. I am committed to your success and want provide a structured and organized framework. My focus is on ensuring you have what's necessary not only to excel in your current role but also to lay the foundation for success beyond your time with me. I am here to offer guidance, foster an encouraging environment, and work collaboratively to help you achieve your professional goals.

**What are work expectations?**

We are seeking individuals with the following qualifications to join our team:

- Demonstrated high initiative, creative thinking, and problem-solving abilities.
- Flexibility and maturity are a must.
- A genuine passion for promoting access to higher education.
- Enthusiasm and energy for assisting students in their pursuit of higher education goals.
- Strong organizational skills coupled with meticulous attention to detail.
- Excellent verbal and written communication skills.
- Ability to work effectively both independently and collaboratively within a team.
- Reasonable proficiency in computing skills, encompassing general knowledge of MS Word and Excel, Google applications, online research skills, and overall comfort with web-based systems.

**Additional Notes:**

**There is flexibility to develop this position based on the interests and skill set of the selected candidate.**