



## CSHPE Internship Job Description

2024-2025

Program/office name: Office of Graduate and Postdoctoral Studies (OGPS) at the Michigan Medical School  
 Intern's job title: Student Affairs Intern  
 Office location/address: Taubman Health Sciences Library, 1135 Catherine Street (Medical School campus)  
 Website: <https://ogps.med.umich.edu/>  
 Name of supervisor and pronouns: Annie Knill (she/her)  
 How students should address their cover letter (e.g., To Dr. Lattuca, Dear Lisa, Dear hiring team, etc.): Dear Hiring Team,  
 Supervisor phone number and email address: ahilde@umich.edu  
 On-campus at the University of Michigan or off-campus?: On-campus (Medical Campus)  
 Hourly salary: \$21.50 per hour  
 Number of hours per week (must be 10-20 hours per week): 15-20 hours per week  
 Approximate percentage of time working directly with students: 10%  
 Approximate percentage of time working remotely/virtually: 0-25%  
 Is work study required?: No  
 Approximate start and end date (e.g., early September 2023 to late April 2024): Late August 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				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 Office of Graduate & Postdoctoral Studies (OGPS) is a core unit in the University of Michigan Medical School — Office of Research. Our support covers graduate programs in biomedical studies (Such as the PIBS collection of 14 programs), and postbac programs PREP & MEDPREP. We are committed to the professional growth, wellness, and overall success of all of our trainees. We support programs in a myriad of ways in both administration and student success. This position will work closely with our professional OGPS staff and will be involved in many administrative projects over the course of the year.

This position is an opportunity to join a growing, innovative, and student-centered team serving a talented and diverse population, primarily composed of PhD students. Applicants: please note, do not be scared away from applying for our internship simply due to the fact that our student body is composed of doctoral students. We are interested in hosting an intern who is excited about the administrative side of student affairs, with a vested interest in project and program management.

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. The selected candidate will be exposed to the larger student affairs aspects of the Medical School 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 CSHPE students who see themselves in an administrative role or program manager role upon graduation. Our interns see the entire lifecycle of the doctoral student experience, from recruiting and admissions work at the beginning of the students' career, through student funding, student data management, tracking, and reporting, advising, student life, event planning, and registrar work, all the way to graduation. An applicant who is passionate about administrative responsibilities 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.)** Our intern will learn a multitude of University-level skills in program and project management that are highly desired across campus including but not limited to:

- Program and project management experience
- Curricular support and development, including how to use tools like MPathways
- Student data management, including tools like Business Objects, Salesforce, and InfoReady
- Student funding and financial aid support
- Event planning, the University's Concur system, how to navigate Shared Services, and other hosting and event management responsibilities
- Student life development

**What are the benefits of working here?** Our interns are highly valued members of the OGPS team. OGPS is a well-supported, dynamic, and motivating work environment. Our team is made up of dedicated student affairs professionals who are innovative, collaborative, and student-centered. A benefit to this position is the opportunity for creativity and integration into a growing academic programs team within a larger school-based student affairs team.

**How do you describe your work style as a supervisor?** Supportive, collaborative, and committed. As supervisors, we are committed to our staff members' professional and personal development and are excited about the process of mentoring new professionals and graduate students. We value the energy and creative thinking graduate interns bring to our team and will work with the selected candidates to ensure the internship experience is meaningful and aligned with the interns' professional and educational interests.

**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 both behind the scenes and in-front of students, faculty and staff on administrative responsibilities that improve our programs. Strong organizational skills and attention to detail. Excellent verbal and written communication skills. Ability to work effectively independently and as part of a team. Reasonable level of computing skills including general knowledge of MS Word and Excel, Google applications, 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)** The primary supervisor of this internship has hosted multiple CSHPE interns at UM. These quotes are from current or previous CSHPE interns regarding the supervisor:

“I have had the privilege of engaging in diverse projects across various departments within the office. These initiatives have included planning and executing student-centered events, facilitating data collection, and presently, contributing to the creation of a program event planning tool, along with the development and organization of a handbook for Program Managers. Annie and I maintain regular communication, conducting multiple meetings to review my current responsibilities and explore ways in which she can enhance my overall experience. I feel highly appreciated in the office and am confident that my contributions are meaningful and beneficial.” - 2023-2024 CSHPE Student Intern

“I feel like I am being supported really well. Everyone makes time to check-in and shadow and answer questions. I appreciate the patience, I really love this job and this is the most supportive work environment I have encountered ever.” - 2021-2022 CSHPE Student Intern

“Even in a virtual setting, my supervisor has been able to provide me with such a detailed understanding of university structure and the intricate systems in place to support students at every point in their journey. My supervisor has gone beyond simply sharing her knowledge as it relates to academic advising, and they are excited to teach me about additional concepts that will benefit me in my future career. I’m so fortunate to have them!” - 2020-2021 CSHPE Student Intern