



## CSHPE Internship Job Description

2024-2025

**Program/office name:** [Sociology](#)  
**Intern’s job title:** [Academic Advising Graduate Intern](#)  
**Office location/address:** [LSA Building \(3rd Floor\), 500 South State Street, Ann Arbor, MI 48109](#)  
**Website:** <https://lsa.umich.edu/soc/undergraduates.html>  
**Name of supervisor and pronouns:** [Lauren Eddebuettel \(she/her\)](#)  
**How students should address their cover letter:** [Dear Hiring Team,](#)  
**Supervisor phone number and email address:** [soc-ugrad.coord@umich.edu](mailto:soc-ugrad.coord@umich.edu)  
**On-campus at the University of Michigan or off-campus?** [Both remote and on-campus possibilities](#)  
**Hourly salary:** [\\$20/hour](#)  
**Number of hours per week (must be 10-20 hours per week):** [12 hours](#)  
**Approximate percentage of time working directly with students:** [90%](#)  
**Approximate percentage of time working remotely/virtually:**  
**Is work study required?** [No](#)  
**Approximate start and end date:** [August 2024-May 2025 \(option to extend\)](#)

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


## **Job description:**

The Undergraduate Program in the Department of Sociology is looking for a highly motivated, detail-oriented, and student-centered graduate student to serve as our Academic Advising Graduate Intern. The Graduate Intern trains with the Undergraduate Program Coordinator and primarily supports the department advising and programmatic operations of the Undergraduate Program.

The Department of Sociology undergraduate student body is a vibrant and diverse community of 400-500 majors and minors. The Graduate Intern is responsible for holding weekly advising appointments (about 3-4 appointments per day- approximately 2 hours total) and writing file notes as appropriate. Advising inquiries may involve prospective student questions, sociology major and minor declaration requests, progress checks, department opportunity inquiries, and final major and minor requirement review for graduation (release submissions). The Undergraduate Program Coordinator will be available for training and guidance as the Graduate Intern learns program information, advising processes, and ultimately develops as an academic affairs professional.

The Graduate Intern is also expected to develop and assist with programming and events for undergraduate students, such as campus fairs, speakers' series, and an undergraduate program career event.

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

We would like to work with a higher education graduate student with an interest in academic and student affairs. The Graduate Intern should have an interest in working directly with undergraduate students in a fast-paced academic department setting.

## **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.)**

This is an excellent training opportunity for a graduate student interested in a full-time Academic Advisor role after graduation. The Graduate Intern will 1) learn how to conduct academic advising appointments while fostering student development, 2) gain proficiency in advising technologies and student record information systems, 3) become adept at guiding students through academic requirements and policies, and 4) have opportunities to plan events and co-curricular activities.

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

- Work directly with undergraduate students
- Become familiar with academic department operations
- Develop your student advising philosophy and manner
- Have the autonomy to hold your own appointments (and possibly events)

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

We are a welcoming and approachable team with a commitment to intern development. The Undergraduate Program Coordinator will provide organized training and support with the goal of allowing the Graduate Intern to independently advise students and execute programmatic projects.

## **What are work expectations?**

Reliability, a high attention to detail, and positive attitude go far! We expect the Graduate Intern to offer weekly advising appointments (about 15-20 appointments per week), assist with graduation release form submissions, represent the department at campus fairs, and plan one career-focused event. A strong commitment to

learning academic requirements and policy information, department advising and record processing procedures, and student privacy and respect are important.

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

- *The most positive aspect is working with students directly through advising appointments. It has been fantastic connecting with and guiding students through their individual degree programs.*
- *10-15 hours per week is very manageable. I am able to set my own schedule in terms of hosting advising appointments so that has been wonderful!*
- *I love my job!!*
- *I honestly did not realize I loved academic advising in this way but I've been enjoying the role immensely.*
- *I have loved being able to connect with and support students.*