



CSHPE Internship Job Description

2024-2025

Program/office name: School of Public Health Student Life

Intern’s job title: Student Life Intern

Office location/address: 1415 Washington Heights SPH I

Website: <https://sph.umich.edu/community/student-experience/student-life.html>

Name of supervisor and pronouns: Dani Koel (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: danikoel@umich.edu, (734) 763-0791

On-campus at the University of Michigan or off-campus? Hybrid available. On campus/remote

Hourly salary: \$21

Number of hours per week: Average 15 hours

Approximate percentage of time working directly with students: 25-50%

Is work-study required? Yes

Approximate start and end date: I am interested in a student who is able to commit from September 2024 to 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 or 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 Public Health is a growing, dynamic school with a fast paced and collaborative environment. Working within the Student Life Team, the Student Life Intern will report directly to the Student Life Program Manager. This position will work directly with students and serve as an advocate for student life activities and initiatives by providing co-curricular advising, programming, communication, and support for our many different student communities and student organizations.

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 co-curricular programming within an academic unit. An applicant who is passionate about student leadership development, co-curricular engagement, and student wellness will find this internship exciting and fulfilling.

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

The position offers experience with a school-based student affairs team within an academic unit with exposure to multiple functions including student life programming, advising student community groups and student organizations, event management, and newsletter communications. The intern will gain skills in project management, program development, student life advising, and event coordination. Applicants do not need to have a background in Public Health.

What are the benefits of working here?

The School of Public Health Office for Student Engagement and Practice is a well-supported, dynamic, and motivating work environment. Our student affairs team is composed of experienced professionals who serve as supportive mentors. The student in this position will have a great deal of autonomy and ownership of their role.

How do you describe your work style as a supervisor?

I am a collaborator and open communicator. I appreciate clear expectations and autonomy for myself and my interns.

I look forward to developing the CSHPE intern by sharing my experience as a higher education professional, while integrating their theoretical knowledge and student experiences to cultivate SPH's student life together. As a previous CSHPE intern myself, I appreciate the passion for student life that a candidate may bring to this

position. We can work together to ensure their experience remains relevant and intriguing to their educational and professional growth.

What are work expectations?

The CSHPE Intern is expected to work 15 hours a week in coordination with the Student Life Team. The schedule is flexible based on coursework and can be hybrid: in-person and remote.

The intern is expected to be innovative, creative, and a problem solver. Attention to detail and the ability to work well with others in a collaborative environment is a must.

Additional Notes:

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 at the U-M School of Public Health.