CSBS Student Success Center

JOB TITLE: Administrative Intern

The CSBS Student Success Center is home to undergraduate advising for students majoring in one or more of the college’s 11 majors. Our advisors train across several academic disciplines to give students access to a team of professional focused solely on student success. This new center gives our advisors more opportunity for interaction that fosters innovative solutions for students.

The administrate/advising intern will work closely with undergraduate students majoring in CSBS as well as the undergraduate advisors in CSBS. The intern will have the opportunity to learn about the academic advising profession and will gain valuable skills and hands-on experience with regards to working in higher education. This position requires an individual who is customer-service driven, detail oriented, able to prioritize, multi-task, meet deadlines, and who works well both independently and as a team. All activities will be under the direction of the Director of Student Services in CSBS.

Hours, begin and end date, and holiday schedule will be agreed upon with direct supervisor. The Intern MUST seek internship course credit through the University of Utah in order to participate in the internship. For more information, contact the Internship Coordinator (Dominique Blanc, dominique.blanc@csbs.utah.edu).

CLASSIFICATION
Part-time or full-time depending on intern preference --- UNPAID

QUALIFICATIONS and REQUIREMENTS
- Outstanding customer service skills.
- Independent and creative self-starter
- Strong Communication skills
- Professional presence and demeanor
- Excellent organizational skills
- Ability to work with Microsoft Word, Excel, Power Point and Outlook
- University of Utah student

EDUCATION/EXPERIENCE
- Must be in a Bachelors program at the University of Utah

REPORTING REALTIONSHIP
- Reports directly to the Director of Student Services in CSBS.

PROJECT/LEARNING OUTCOMES
- The intern will research the practice and profession of academic advising in higher education.
- The intern will explore the career field and graduate programs in higher education.
• The intern will observe the approaches and technical knowledge advisors use in order to support students as they navigate their educational experience

RESPONSIBILITES
• Identify and complete a project related to the intern’s interest in academic advising under the direction of the Director of Student Services.
• Receives, greets and directs visitors to appropriate person or office.
• Answers telephones, providing assistance and directing customers to the correct person or office.
• Processes and distributes mail.
• Creates and maintains files.
• Schedules appointments and arranges for meetings.
• Answers questions about the organization and associated activities.
• Assists with word processing, data entry and internet searches.
• Maintains office equipment; arranges for service calls as needed.

To apply, please send your cover letter and resume to the Internship Coordinator:

Dominique Blanc
University of Utah
College of Social and Behavioral Sciences
Dominique.blanc@csbs.utah.edu