

## 2020-2021 JCLS Senior Intern Position Description

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The Jones Center for Leadership & Service Senior Intern(s) help to move our department along by handling higher-level projects alongside staff members. They work 10-20 hours per week. Students must be starting their senior year in 2020 (can graduate in December 2020 or May/August/December 2021) and hold at least a 2.5 GPA. Applicants should ensure that they meet the minimum qualifications and can fulfill the responsibilities of the position.

### JCLS Senior Intern Qualifications:

- Demonstrate a commitment to leadership and service, through prior involvement in the JCLS or related experience
- Have and maintain a cumulative GPA of 2.5 and be in good standing with the university
- Enrolled full time (12 hours) at UT for Fall 2020 and/or Spring 2021 as a senior
- Must display professionalism and contribute to a positive work environment for staff and students alike
- Exhibit a high level of commitment, organization, and follow-through
- Ability to offer and receive constructive feedback

### JCLS Senior Intern Responsibilities:

#### General Job Duties

- Writing and sending monthly thank you notes to our donors
- Managing the marketing and social media for the office and programs (working with all of our various groups/staff to schedule posts and ensure posts are on-brand)
- Creating social media posts for special activities (i.e., Information Sessions, Workshop Series, Days of Service, LeaderShape, Catalyst, etc.)
- Update PowerPoints and present the fall and/or spring interest session (virtually and/or in person)
- Assist with the recreation of the Leadership and Diversity Certificate in partnership with Multicultural Student Life
- Researching higher education practices and programs (i.e., conferences like CMJ at other institutions)
- Assisting with organizing and reviewing information organized by staff for the Program Review process
- Reserving space, ordering catering, and generally assisting staff or Graduate Teaching Assistants with other special projects
- Contribute to the growth and expansion of the JCLS, including but not limited to: community outreach, cross-campus collaboration, diversity and inclusion, educational social media highlights
- Other higher level projects as they come up

#### JCLS Newsletter

- Design and distribute the weekly JCLS newsletter to staff and students
- Keep the newsletter up to date with campus activities and events, especially those within the Dean of Students and JCLS office
- Promote collaboration and participation across different campus offices and opportunities

#### Time Commitments:

- 10-20 hours per week
- Option to serve for one semester or for the entire academic year

#### Compensation:

- \$8.50 per hour for a minimum of 10 hours per week in the office or virtually.