

JONES CENTER FOR LEADERSHIP & SERVICE

2023/2024 JCLS Senior Service Intern Position Description

The Jones Center for Leadership and Service Intern(s) assist in carrying out the JCLS mission of educating and engaging all students to lead and serv the global community by handling higher-level projects alongside staff members. They typically work around 10-20 hours per week. Students must have experience with JCLS Programs or relevant leadership experience and 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 2023 and/or Spring 2024
- 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:

ServeUTK

- Manage impacts on the platform, including (but not limited to) disputing and network verifying
- Communicate with users of the platform to troubleshoot verification issues
- Maintain all communication through the ServeUTK platform, including but not limited to questions regarding disputed impacts, resending verification requests, etc.
- Create content and graphics for social media related to proper use of the ServeUTK platform (i.e., ServeUTK Tip Tuesdays, Open Opportunities, etc.)
- Assist subgroup administrators with use of the platform, including but not limited to support in creating and managing events, verifying impacts, etc.
- Collaborate with the JCLS coordinator to facilitate trainings for the UTK campus community regarding ServeUTK use and navigation
- Deliver information to administrators regarding common issues, account set up/personalization, helpful tips, etc.

Community Partners

- Assist the JCLS Coordinator in creating the bi-monthly community partner newsletter
- Collaborate with the JCLS Coordinator to troubleshoot any issues with the ServeUTK platform
- Other duties as assigned as it relates to working with our community partners

Other

- Work with the JCLS Coordinator to plan and execute the semesterly Volunteer Fair
- 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
- Assist with the recreation and implementation of the Leadership and Diversity Certificate in partnership with Multicultural Student Life
- Other high-level projects as they come up

Time Commitments

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

Compensation

- \$13.00 per hour, paid biweekly unless on a monthly payroll (i.e., as a resident assistant)