

This program offers graduating University of Hartford seniors an opportunity to continue their education and gain valuable work experience while the University benefits from interns who are familiar with the campus and invested in UHart's future.

QUALIFICATIONS

Eligible applicants should be graduating seniors of the University of Hartford, with a minimum cumulative grade point average of 3.0. Experience in leadership roles is preferred, but any student who believes that his/her candidacy should be considered is encouraged to apply.

EXPECTATIONS

Each intern-scholar must be enrolled in a master's degree program at the University of Hartford. The intern-scholar should expect to work August 1 – May 31st and average 20/24 hours per week.

SCHOLARSHIP

Each intern-scholar will receive a two-year academic scholarship that will cover the cost of 12 graduate credit hours up to \$515 per credit per academic year (24 credit hours total), and must maintain a minimum grade point average of 3.0 to retain the scholarship. The intern-scholar will be expected to complete the requirements for a master's degree within a 24-month period.

COMPENSATION

- Each intern-scholar will be paid a stipend of \$4000 per academic year (\$1000 twice a semester)
- Each Intern-scholar will receive housing - ***Graduate Assistants (GAs) who choose to live on campus will be provided a single bedroom with shared living spaces (living room, kitchen, bathroom) in an apartment. All utilities including water, electricity, trash, University Wi-Fi, heat and air conditioning are included. GAs must live in their assigned room and are not able to select or make changes to their housing assignment. GAs are required to pay the annual \$75 housing application fee, as well as any fees that may come with being a residential student. GAs also participate in a duty rotation, responsible for supporting students and responding to emergencies during non-business hours.***
- Each Intern-scholar will receive a commuter meal plan

INTERNSHIPS

THE OFFICE OF STUDENT ENGAGEMENT AND INCLUSION (OSEI)

OSEI Graduate Assistant: Student Centers Operations

The GA for Student Centers Operations will provide support with 25Live space reservations by providing event consultations and producing setup diagrams for event spaces. The GA will conduct daily rounds across campus and oversee all inventory in Student Centers, including furniture, technical equipment and supplies. The GA will assist with operational projects and needs as assigned. The GA will assist with on-site event management, student staff oversight and on call rotations on weekend. The GA will serve as primary contact for after hour programs/events and respond to event/program emergencies.

All OSEI GAs must be available to work August 1 through May 31. No exceptions will be made to these start and end dates. Thanksgiving break, Winter Break and Spring Break will be scheduled time off for all GAs.

OSEI Graduate Assistant: Commuter Student Services

The GA for Commuter Student Services will work with the Assistant Director of Student Activities to assist with planning and implementing programs and resources for commuter students in conjunction with the Commuter Student Association. The GA will be responsible for attending organization meetings, council meetings, and/or various programs on campus to strengthen connections with students. The GA will schedule commuter student workers for the game room in GSU, oversee the management of the Commuter Student Association office and serve office hours within the CSA Office in the absence of the CSA executive board members. Additionally, this GA will maintain inventory for the Commuter Student Association office and game room. The GA will assist with on-site event management, student staff oversight and on call rotations on weekend. The GA will serve as primary contact for after hour programs/events and respond to event/program emergencies.

All OSEI GAs must be available to work August 1 through May 31. No exceptions will be made to these start and end dates. Thanksgiving break, Winter Break and Spring Break will be scheduled time off for all GAs.

OSEI Graduate Assistant: Student Leadership Development

The GA for Student Leadership Development will serve as a resource to student clubs and organizations by providing guidance to student leaders in order to maintain effectiveness as a student organization. The GA will assist with the implementation, assessment and benchmarking of comprehensive educational workshops and programs grounded in student leadership development. The GA will assist with on-site event management, student staff oversight and on call rotations on weekend. The GA will Serve as primary contact for after hour programs/events and respond to event/program emergencies.

All OSEI GAs must be available to work August 1 through May 31. No exceptions will be made to these start and end dates. Thanksgiving break, Winter Break and Spring Break will be scheduled time off for all GAs.

OSEI Graduate Assistant: Fraternity and Sorority Life

The GA for Fraternity and Sorority Life will assist with the preparation and the coordination of reports, workshops, seminars and projects, and evening and weekend programs. The GA will provide guidance on short and long-term goals, program planning, standards, policies, procedures and recruitment efforts. The GA will attend organization meetings, council meetings, and/or various programs on campus to empower, advocate for, and strengthen connections with students. The GA will assist with on-site event management, student staff oversight and on call rotations on weekend. The GA will serve as primary contact for after hour programs/events and respond to event/program emergencies.

All OSEI GAs must be available to work August 1 through May 31. No exceptions will be made to these start and end dates. Thanksgiving break, Winter Break and Spring Break will be scheduled time off for all GAs.

OSEI Graduate Assistant: Student Activities

The GA for Student Activities will work with the Assistant Director of Student Activities to assist with planning and implementing programs and resources for undergraduate students in conjunction with the HEAT, Hartford Events and Activities Team. The GA will be responsible for attending organization meetings, council meetings, and/or various programs on campus to strengthen connections with students. Additionally, this GA will maintain inventory for the HEAT office. The GA will assist with on-site event management, student staff oversight and on call rotations on weekend. The GA will serve as primary contact for after hour programs/events and respond to event/program emergencies.

All OSEI GAs must be available to work August 1 through May 31. No exceptions will be made to these start and end dates. Thanksgiving break, Winter Break and Spring Break will be scheduled time off for all GAs.

CENTER FOR STUDENT SUCCESS**Orientation**

The Graduate Administrative Intern for Orientation will assist with the coordination of summer Orientation sessions and January/Transfer Orientation mid-year. Under the supervision of the Director of Orientation, the Graduate Assistant will work closely with our Red Cap Committee (three experienced orientation leaders who assist in the year-long planning process), faculty and staff to ensure a quality orientation experience for new students.

DEAN OF STUDENTS OFFICE**The Office of Student Conduct and Conflict Resolution**

Under the direction of the Director for Office of Student Conduct and Conflict Resolution (OSCCR), the intern-scholar will provide general administrative support regarding the University of Hartford student conduct process through case management.

THE OFFICE OF RESIDENTIAL LIFE

Total of Six (6) Graduate Assistant Positions

Reporting to a Resident Director, Graduate Assistants (GAs) assist with the overall management and operation of one of five residential communities for first-year or returning/graduate students. Responsibilities include assisting RAs with the planning, execution, and tracking of community development activities and programs; ensuring the timely completion of administrative tasks; assisting with room changes; identifying and addressing facilities-related concerns; mediating student conflicts; and completing student wellness checks. Graduate Assistants also serve as a member of a duty team to provide support and direction to RAs managing campus emergency and crisis situations, which includes collaborating with Public Safety, Counseling and Psychological Services, and other campus partners to manage situations. These positions require GAs to live on-campus, work 10 hours/week during business hours, and work 10 hours/week on evenings and weekends.

Res Life GAs are expected to average of 20-24 hours per week during the academic year, with increased hours during training periods, opening/move-in (August and January), and closing/move-out (May and December)

TO APPLY, SUBMIT

Name

Home address

Home telephone number

Local address

Local telephone number

Email address

Undergraduate major

GPA

Graduate program you expect to enroll in

A cover letter stating your reason for choosing a particular internship

A current résumé

Three letters of reference.

You may apply for more than one internship.

Please email your application to:

levasseur@hartford.edu

If you have any questions, please call me at 860.768.4260.

Ellen Levasseur

Administrative Assistant

Division of Student Success