March 25, 2021

Dear UHart Senior:

I wanted to make sure you are aware of the **Graduate Administrative Internship Program, 2021–23**, sponsored by the Division of Student Success. These highly coveted internship positions provide both scholarship support and administrative experience for selected graduates who display the highest academic standards.

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 32 weeks per academic year and average 20 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 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 will receive, at minimum, a private bedroom in an apartment (to be shared with others, no more than three people) which includes paid utilities and internet.
- Each Intern-scholar will receive a commuter meal plan

**INTERNSHIPS**

**Graduate Intern, Fraternity Life**
Reporting to the Assistant Director of Greek life, effectively advise the Greek life program on all levels. This will include, but will not be limited to, advising executive
boards, general student boards, recruitment, new member education, and the judicial/standard boards. Handle sensitive and confidential matters with discretion and tact while maintaining appropriate records and materials. Serve as liaison to several University departments as well as to local and community stakeholders, alumni, and national organizations. Membership in a collegiate fraternity or sorority is not a requirement but is strongly preferred.

**Graduate Intern, Sorority Life**

Reporting to the Assistant Director of Greek life, effectively advise the Greek life program on all levels. This will include, but will not be limited to, advising executive boards, general student boards, recruitment, new member education, and the judicial/standard boards. Handle sensitive and confidential matters with discretion and tact while maintaining appropriate records and materials. Serve as liaison to several University departments as well as to local and community stakeholders, alumni, and national organizations. Membership in a collegiate fraternity or sorority is not a requirement but is strongly preferred.

**The Office of Student Centers & Engagement**

**Coordinator for Marketing and Event Services**

Under the supervision of the Director of Student Centers and Engagement, the Coordinator for Marketing and Event Services Graduate Assistant will specialize in the management of the University student union, Student Event Services (Reservations, Logistics Planning, Box Office/Ticketing Management, etc.) and late night and weekend program advisement. The Graduate Assistant will be required to work weekdays and occasional weekends based on events occurring on campus in SCA managed spaces, as well as be required to perform on-duty/on-call managerial duties as necessary.

**Coordinator of Auxiliary & Building Services and Student Media Organizations**

Under the supervision of the Director of Student Centers Administration and the Executive Director and the Office of Student Engagement and Inclusion, the Coordinator of Auxiliary & Building Services and Student Media Organizations Graduate Assistant will specialize in event planning, multi-use facilities management, student media advisement and supervising student staff in a college union environment. The Graduate Assistant will be required to work weekdays and occasional weekends based on events occurring on campus in SCA managed spaces, as well as be required to perform on-duty/on-call managerial duties as necessary.

**The Office of Residential Life**

The Graduate Assistant (GA) is a key member of the Office of Residential Life staff. The GA is an active supporter of the residential life team and students. The GA is a person who executes the vision of the specific area, while supporting student success. The GA plays a vital role in one of the functional areas which can be found by contacting Max Koskoff at Koskoff@hartford.edu.
The GA plays a vital role in developing a community which is inclusive, academically successful, and socially responsible. The GA is an integral part of upholding the department’s educational priority, which is: Residential Students will demonstrate self-awareness and advocacy, develop constructive relationships across difference, and contribute within complex communities.

**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. Serve as a hearing officer, run reports, and perform sanction management.

**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.

Sincerely,

Ellen Levasseur  
Administrative Assistant  
Division of Student Success