

Fieldwork Opportunity at University of Redlands Office of the President

Description of Internship (duties and responsibilities):

Intern will shadow the Chief of Staff. Will be open to modifying the opportunity based on intern's qualifications and interests. Some tasks may include the following: Researches, analyzes, and interprets complex information from a variety of higher education resources to assist with preparing speeches, talking points, briefings, letters, and presentations. Assists with various duties to support the University's Board of Trustees. Proofreads a wide variety of agendas, minutes, reports, letters and memoranda from rough draft or verbal instruction. Provides support for events and other projects as needed.

Intern Qualifications:

Must have exceptional organizational, editorial, research, communication, and analytic skills, with strong attention to concept, message, and detail; demonstrate problem-solving skills; be competent in a variety of Windows-based computer programs including MS Word, PowerPoint, SharePoint, and Excel. Understanding of the higher education landscape.

Assignment Start Date:

Flexible, as early as May 1, 2017

Assignment End Date:

Flexible

Internship Schedule (mandatory days and hours):

Hours would need to fall within the 8:00am to 5:00pm window.

Is the Site Flexible with Schedule?

Yes

Is this an unpaid or paid Internship?

Unpaid

Available Intern Employment After Training?

No

Number of Openings:

1

How to Apply:

Send resume to michelle_rogers@redlands.edu. Include a brief letter indicating why you are interested in working in the Office of the President and what you wish to gain from the experience along with your future career aspirations.

Additional Information:

On-the-job training will be provided.

<http://www.redlands.edu/meet-redlands/office-of-the-president/>