Bobbi Hein Professional Internship

POSITION PURPOSE: This internship provides a student the opportunity to undertake professional, hands-on, challenging assignments while working with the Director of Campus Recreation. Through a wide-range of projects, the Professional Intern actively engages in a professional workplace, building both technical and interpersonal skills.

TYPICAL RESPONSIBILITIES AND EXPECTATIONS

Leadership
- Lead the Campus Recreation Advisory Committee:
  - Schedule meetings & communicate with committee members.
  - Take and send out meeting notes.
  - Create monthly agenda, including arranging for special guest presenters.
- Assist in the planning and execution of special events and/or programs.

Strategic Planning and Initiatives
- Assist the Director in research, data collection and forecasting as it relates to the strategic plan.
- Assist in the planning and implementation of staff retreats and training.
- Develop and assist in the execution of new initiatives.

Assessment
- Assist in collection of data through surveys and focus groups.
- Utilize data to make recommendations on programs, policies and facilities.

Specialized Areas
- Assist with special projects which include serving on search committees, program development, and others based on interest and need. Be able to present, share, and provide updates on any special projects.
- Assist with class preparation and review of class materials.

Other duties as assigned

QUALIFICATIONS:
- Strong leadership and interpersonal skills.
- Takes initiative and works well without direction.
- Demonstrated communication skills, both verbal and written.
- Related work or educational experience.
- High Academic Achievement (preferred minimum GPA of 3.0/4.0).

TIME COMMITMENT: The Bobbi Hein Professional Internship requires a commitment for the Fall 2017 semester. The intern should expect to work an average of 10-12 hours per week with the Director and other hours (if a full-time internship, will be in special projects with other Campus Recreation staff). The Director of Campus Recreation will work with the intern to set a schedule for the semester, with the understanding some work may occur outside of those hours.

EVALUATION: Performed by the Director of Campus Recreation and when necessary, the Assistant Director of HR, Student Development.

COMPENSATION: $9.25/hr.

A fifteen (15) minute break is not a state, nor a federal mandated rule. However, it is University protocol that we honor the 15-minute break for each 4-hour shift worked (including back-to-back shifts). For further information on the 15-minute break, please review the Student Employee Guidelines.

APPLICATION: To apply, submit an application at https://campusrec.illinois.edu/employee/application.php and email a cover letter and resume to Angela Reggans at reggans@illinois.edu by February 20, 2017.