

### ***Division of Diversity and Engagement Intern***

University of Tennessee, Knoxville

www.utk.edu

Region III

UTK NUFP Intern – *Division of Diversity and Engagement*

June 8 – July 17, 2020

\$1,500.00 stipend

University will provide housing for intern

University will provide dining dollars for meals (no less than \$200 provided)

Dr. Javiette Samuel

Assistant Vice Chancellor

(865) 974-4863

Jsamuel@utk.edu

#### **Position Description:**

The Division of Diversity and Engagement (DDE) seeks to foster an inclusive environment where everyone feels valued and respected. We focus on inclusive excellence in the following areas: Culture & Climate; Access & Compliance; Engagement & Outreach; Education & Training; and Assessment & Accountability. The NUFP intern will learn about diversity and inclusion while being provided opportunities to work and engage with a variety of functional areas within DDE. The intern will work on various initiatives and processes designed to reinforce and support the educational mission, vision and values of DDE.

Responsibilities and experiences include, but are not limited to the following:

- Assist with special projects in collaboration with other departments across campus to serve the needs of underrepresented groups.
- Build and maintain community and campus partnerships that advance UT's access and public engagement mission.
- Work with staff on various initiatives, processes, and work groups.
- Serve on departmental committees, attend trainings, and programs co-sponsored and/or supported by DDE.
- Review and revise online content, including website development and social media content, in conjunction with Graduate Research Assistants.
- Collaborate with staff on projects and initiatives co-sponsored by DDE.
- Interact with professionals across campus including staff in University Housing, the Division of Student Life, and other areas specific to intern interest.
- Meet with faculty in the Higher Education and College Student Personnel Program to discuss graduate school and the graduate application process.
- Participate in professional development sessions exploring careers in higher education.
- Benchmark best practices for inclusive excellence as it relates to programming, resources, tools, trainings, and services.
- Develop foundational skills required for higher education professionals.
- Network with university, divisional, and division professionals.
- Attend professional development opportunities that will support exploration and knowledge of higher education as a career path.

The intern position requires organizational and time management skills; ability to handle multiple tasks at once; ability to work collaboratively with others within the division and across campus. Seeking a team player with a positive attitude and excellent communication skills. Willingness to take initiative and learn new things are critical. Strong attention to people and details are also very important. To express interest in this position, please email Dr. Javiette Samuel at [jsamuel@utk.edu](mailto:jsamuel@utk.edu).