

University Housing NUFP Intern

University of Tennessee, Knoxville

www.utk.edu

Region III

Housing

<http://housing.utk.edu>

UTK NUFP Intern – Housing

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.)

Chandra Myrick

Executive Director of University Housing

(865) 974-2571

cmyrick1@utk.edu

Position Description:

The NUFP intern will be provided opportunities to work and engage with a variety of functional units within the University Housing department. The intern will work with various initiatives and processes designed to reinforce and support the educational mission and goals of the department.

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

- Assist with special projects in collaboration with the Executive Director for University Housing
- Work with University Housing staff on various initiatives, processes and work groups.
- Serve on departmental committees, such as student staff training, professional staff training, employee recognition, etc.
- Conduct assessment projects and engage in benchmarking initiatives related to best practices and services provide by campus housing programs
- Review and revise departmental online content, including website development and social media content, in conjunction with the Vols at Home team
- Collaborate with summer school staff to develop and implement social/educational programming for summer residents
- 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

The intern position requires organizational and time management skills; ability to handle multiple tasks at once; ability to work collaboratively with others within the department, division and across campus. To express interest in this position, please email Chandra Myrick at cmyrick1@utk.edu.