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**Position:** Job Shadow President Herbst

**Company:** University of Connecticut

**Location:** Storrs, CT

**HCL ID#: 118249**

**Description:** The UConn Center for Career Development (CCD) and the Office of the President are seeking an undergraduate student/s to job shadow President Susan Herbst for a day. If you’ve ever wondered what it is like to be the president of UConn or what it might be like to lead a large organization than this opportunity may be for you. Here is your chance to observe first-hand the decisions the president makes on a daily basis.

**Requirements:**

**Applicants must submit both a tailored résumé and cover letter to HuskyCareerLink by** **October 7th, 2016.** What does it mean to submit a tailored résumé and cover letter? Candidates should review this job description and ensure that their document reflects the listed qualities and skills being sought for this opportunity. **It is strongly recommended that candidates view the “Lead the Pack Preparation” video online (career.uconn.edu/LeadThePack) before submitting their application.** Candidates that tailor their résumé and cover letter appropriately will be given preference.

**Desired Skills & Qualities:**

* Strong Interest in the daily functions of UConn and what it takes to lead a large organization
* Demonstrated interest in campus involvement and professional development
* Experience serving as a leader in various capacities
* Ability to verbally communicate with persons inside and outside an organization
* Ability to work in a team structure
* Ability to make decision and solve problems
* Ability to plan, organize and process information
* Ability to sell or influence others

***\* Candidates must also be able to devote a large portion of the day to the job shadow\****

**How to Apply:**

* All applications must be submitted through [HuskyCareerLink](http://career.uconn.edu/huskycareerlink/) (career.uconn.edu/huskycareerlink). If you have not logged into HuskyCareerLink before, review the directions for setting up your account on the CCD website
* After logging into HuskyCareerLink, search **ID# 118249**
* Upload your tailored résumé and cover letter
* After the application deadline selected finalists will be invited to interview for the opportunity

**Additional Details:**

* Interviews will begin October 12th
* The job shadow date is TBD

**For additional information:** [Lead the Pack: Job Shadow President Herbst](http://career.uconn.edu/leadthepack/) (career.uconn.edu/LeadThePack)

**Websites for Reference:**

* [Office of the President](http://president.uconn.edu) (president.uconn.edu)
* [UConn Center for Career Development](http://career.uconn.edu/) (career.uconn.edu)