



INTERNSHIPS & CO-OPS

Office of the Vice President for Research

Website: ehs.uconn.edu

Internship Page: <https://uconn.studentemployment.ngwebsolutions.com>: Job ID 8360

Internship Title: Training and Outreach Program Intern

Academic Year: 2016 – 2017

Application Period:	Year-Round
Application Process:	Email application materials to Shawna Lesseur at shawna.lesseur@uconn.edu .
Application Materials:	JobX Electronic Application, Emailed Résumé, Cover Letter, Transcript
Location:	Storrs/EHS Building on Horsebarn Hill
Eligible class standings:	Junior, Senior, Graduate Student (Exceptional Sophomores may be considered.)
Minimum GPA to participate:	3.00/4.00 <i>(University rules require a minimum 2.00/4.00)</i>
Credit:	EHS is open to working with academic departments to arrange credit for this internship. Please see guidelines for earning academic credit for your internship here .
Compensation:	Paid at Student Labor Class III Opening Rate (\$11.50 as of 1/1/2017)
Hours:	10 to 20
Additional information:	This is an internship, not just a student labor position, because we are specifically seeking a candidate who will value this as an educational and professional development experience.

Description of Internship Provider:

The Training and Outreach Program is a new functional area in the Division of Environmental Health and Safety, in the Office of the Vice President of Research. This intern will directly assist the Program Manager in developing and supporting a growing, dynamic training and outreach program for the division.

EHS provides comprehensive environmental health and safety services and training for the University community to prevent personal injuries and maintain regulatory compliance in the areas of biological, chemical, occupational, and radiation safety. We are a positive, friendly staff of 20 looking for someone who wants to be part of a collaborative team.

Description of Internship Position: Under the general direction of the Training and Outreach Program Manager of the Division of Environmental Health and Safety (EHS), supports a program of training, development, and outreach within EHS for the University community.

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INTERNSHIPS & CO-OPS

Department or Organization Name

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Academic Year: 2016 – 2017

Description of Internship Position (Continued):

Seeking an intern interested in graphic design, communications, marketing, education/training, instructional design, and/or higher education administration. (No, you do not have to know anything about the science.) The Ideal candidate who fills this position will serve as an important component in promoting and enriching our growing office. It is essential that applicants to this position have exceptional written and oral communication skills, demonstrate creativity, and understand the importance of organization and attention to detail.

Responsibilities:

- Assist the Program Manager in training program assessment
- Design and write web and print material for marketing and educational purposes
- Support the development of Blackboard LMS (HuskyCT) training curriculum
- In close communication with the Program Assistant, manage training UConn Events calendar

Requirements: Students applying for this internship must have:

- Familiarity in a number of software applications (such as: InDesign, Excel, Photoshop, Word)
- Familiarity with HuskyCT, preferably as a Peer Mentor or Teaching Assistant
- Strong oral and written communications and skills, and effective interpersonal skills
- Experience with video editing and/or photo editing
- Students should have a GPA of 3.00 or higher

Learning Experiences: Interns will participate in three structured learning experiences: attendance of one teaching and learning professional development workshop with office staff, one text to read and discuss with supervisor (to be selected collaboratively), and one-on-one StrengthsQuest leadership coaching with supervisor.

Majors: Digital Media and Design, Communications, English, and Education students will be given preference. Rising Juniors, Seniors, and Graduate Students are welcome to apply.

For more information about internships with this department, please contact:

Shawna M. Lesseur

Training and Outreach Program Manager

EHS Building, Horsebarn Hill

shawna.lesseur@uconn.edu

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