



INTERNSHIPS & CO-OPS

Office of Institutional Equity (OIE)

Websites: www.equity.uconn.edu, www.titleix.uconn.edu, www.accessibility.uconn.edu

Internship Title: Program Assistant Intern

Academic Year: 2017-2018

Application Period:	Year-Round
Application Process:	To apply submit all application materials to Kim Bentson (contact information below).
Application Materials:	Résumé, Cover Letter, Contact information for two references.
Location:	OIE, Wood Hall, First Floor
Eligible class standings:	Sophomore, Junior, Senior, Graduate Student
Minimum GPA to participate:	2.75/4.00 <i>(University rules require a minimum 2.00/4.00)</i>
Credit:	OIE is open to working with academic departments to arrange credit for this internship, although credit is not required. Please see guidelines for earning academic credit for your internship here .
Compensation:	Unpaid
Hours:	Hours determined by the number of credits received. Hours are between M-F 8:00-5:00
Additional information:	OIE accepts interns from all disciplines. Candidates are expected to identify an area of interest and provide project ideas to expand their education and skills, while supporting the mission of OIE.

Description of Internship Provider:

The Office of Institutional Equity (OIE) ensures the University's commitment and responsibility to foster diverse and inclusive working and learning environments. Our work focuses on ensuring compliance with the University's non-discrimination and anti-harassment policies, as well as state and federal laws and regulations related to equal opportunity and affirmative action.

Description of Internship Position:

Program Assistant Interns help with the various areas of OIE's portfolio and are provided the opportunity to focus on both short and long term projects. Qualifications include attention to detail, ability to maintain confidentiality, ability to operate Microsoft Office programs, and strong written/oral communication skills. For more information about the Office of Institutional Equity, please visit the websites listed above.

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

Kim Bentson

Title IX Compliance Specialist, Office of Institutional Equity

Wood Hall, Room 108

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