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**Position:** Lead the Pack: Job Shadow President Herbst **Company:** University of Connecticut

**Location:** Storrs, CT

**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 Friday, October 20, 2017 by 5pm. 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, select the “Jobs” tile that appears on your home screen
* Select the “Job Type” drop down menu and select “Job Shadow”
* Lead the Pack: Job Shadow President Herbst should appear below in a blue tile
* Upload your tailored résumé AND cover letter to be considered for an interview
* After the application deadline selected finalists will be invited to interview for the opportunity

**Link to Job Shadow Application (you must be logged into HCL before clicking on the link below):** <https://app.purplebriefcase.com/pb/myJobs/view/254098>

**Additional Details:**

* Interviews be held on Thursday, October 26th
* 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)