Each year CLD opens and searches for all its student positions to assist us in our mission of serving students. We have positions that help with the day to day logistics of the department as well as an intern program.

**POSITIONS WE HIRE FOR:**

**Customer Service Associates** - Responsible for providing front line customer service to all guests visiting Career & Leadership Development. Some of the duties include but are not limited to: answering questions, scheduling appointments, staffing the Bailey Interview Center, and miscellaneous projects. Hourly wage $9.00. Various hours per week as scheduled.

**Handshake Assistant** - Responsible for assisting with job & internship posting and employer approvals for Handshake system. This position also assists with Handshake promotion & other career resources as well as assisting with the planning, promotion & execution of events including career fairs, “Career Week” and other events. Hourly Rate: $9.00. 10 hours per week.

**Student Research/IT Assistant** - A student with Comp.Sci. or IT major &/or Data Analytics minor with approximately 45-75 credits completed. Duties include maintaining and upgrading established databases and programs, as well as assisting with the development of various reports. Knowledge of Excel and Access is preferred. Hourly Rate: $9.00. 10 hours per week max.

**INTERN PROGRAM**

In addition to the areas of responsibility these positions complete intern development activities.

**SUF Budget Intern** (Fall) - Assist the Segregated University Fee Allocation Committee (SUFAC) in creating monitoring and communicating the annual budget request process. As part of a team, assist segregated fee receiving organizations in applying for funding and spending of funds. Hourly Rate: $10.00 per hour. 15 hours a week.

**Web Support Intern** - Assist in the maintaining of CLD web presence using a content management system, ConnectUww presence and portals. Serve on the Creative Team of the department Hourly Rate: $10.00 per hour. 10 hours per week.

**Graphic Interns** – Using primarily the adobe software suite, digitally create marketing materials for all aspects of CLD and its programs. This includes posters, banners, and digital images. Serve on the department's Creative Team. Hourly Rate: $10.00 per hour. 15 hours per week.

**Greek Community Intern** - Responsible for supporting the Greek community, Greek social media, President Council meetings, and presentations. Hourly Rate: $10.00 per hour. 15 hours per week.

**Involvement Interns** - Responsible for staffing the Student Involvement Office, Warhawk Success Closet, helping students with ConnectUww, fostering student involvement, developing involvement plans, Student Organization support initiatives and presentations. Hourly Rate: $10.00 per hour. 15 hours per week.

**LGBT* Peer Educators** - Work as the LGBTQ training division of the Pride Center. Sit on interactive student panels to offer peer education around LGBTQ issues and advocacy. Will work some nights and weekends. Hourly Rate: $10.00 per hour. 5-10 hours per week.

**Marketing Interns** - Assist with the general marketing of all CLD initiatives, its social media presence, multimedia initiatives, marketing strategy and blogs. Serve on the Office Creative Team. Hourly Rate: $10.00 per hour. 15 hours per week.

**Pride Center Interns** – Assist in the coordination of Pride Center events, create LGBTQ resources, staff the Pride Center, and liaison with IMPACT and the Purple Pride Learning Community. Hourly Rate: $10.00 per hour. 15 hours per week.
Professional Development Intern - Assist in the coordination and implementation of CLD intern program including: staff development, selection, hiring, training and ongoing investment in CLD Student Employees. Hourly Rate: $10.00 per hour. 10 hours per week.

Service Intern - Responsible for helping students with ConnectUww, fostering student community service, assisting with MADD, other CLD service offerings, and presentations. Hourly Rate: $10.00 per hour. 10 hours per week.

Special Project Intern -Career Programming - Assist in planning new CLD career programs, workshops & events for academic majors and student organizations. Expand the frequency of the Resume Doctor service. Update CLD Career Resources website and research new links for the site. Hourly Rate: $10.00 per hour. 10 hours per week.

Warhawk Connection Center Interns - Assist in the coordination of Warhawk Connection Center initiatives, fostering awareness of multicultural events and programming, WCC staffing and work with Connection Student Council. Hourly Rate: $10.00 per hour. 15 hours per week.

Thank you for your interest in becoming part of the Career & Leadership Development family. Questions can be sent to CLDIntern@uww.edu

Applications are due: MARCH 2nd at NOON

Application can be found at: http://www.tinyurl.com/CLDFall2020

Check out the department at: