LEAP Intern

Department: Provost Office
Reports To: University Executive Staff Assistant
Hours per week: Approximately 10-20, flexible – M-F Year-round (including summer and winterim)
High Impact Practice – By incorporating classroom learning into hands-on work experiences as well as providing supervision and coaching, students gain the necessary tools to grow and contribute as professionals. This engagement leads to increased rates of retention, graduation, and job placement.

Position Summary

This position will be in support of your liberal education and will be for the duration of your time at UW-Whitewater or otherwise specified.

The LEAP (Liberal Education and America's Promise) Intern is responsible for promoting the LEAP initiative to the entire University of Wisconsin-Whitewater campus by working with various departments. In addition, this position will assist in planning LEAP events for the Provost Office and in collaboration with the entire campus. The Provost Office, in conjunction with the campus strives to help students and staff better understand LEAP concepts through promotion and education.

The individual in this position must have a general understanding of social media and may be responsible for assisting in tasks assigned by staff members within the Provost Office. These tasks may include, but are not limited to: greeting visitors, answering phone calls, organizing files, creating Excel spreadsheets and forms using Word, organizing events and communications, running workshops, maintaining the website, scanning and copying, and maintaining the LEAP email account. This position requires a self-driven individual who is dedicated, professional, and has a positive attitude. The ability to work with a team and use critical thinking and analytical skills as well as being able to creatively solve problems is crucial.

Tasks (and Corresponding LEAP Essential Learning Outcomes)

The Provost Office and LEAP Facilitators strive to help students develop the following Essential Learning Outcomes, defined by AAC&U, through High Impact Practices including Internships, and Collaborative Assignments and Projects.

Intellectual and Practical Skills

- Develop social media content for LEAP events and distribute to campus departments
- Post a monthly "LEAP Spotlight" and manage and maintain social media and web-based content (i.e. Facebook, Web Pages, Email)
- Attend and assist in facilitating LEAP workshops in conjunction with the Provost's Office
- Maintain inventory for promotional materials
- Organize and facilitate student LEAP workshops
- Communicate professionally with faculty, staff, students, administrators and the general public
- Maintain confidentiality at all times
- Organize various documents assigned by staff members, to ensure accuracy and consistency among personnel files
- Communicate professionally with faculty, staff, students, administrators and the general public

Personal and Social Responsibility

- Highlight an equitable representation of various campus departments' LEAP initiatives through personable interactions with all individuals on campus
- Maintain longevity of LEAP initiative at UW-Whitewater by brainstorming and planning new methods of promoting awareness
- Answer and transfer calls professionally

Integrative & Applied Learning

- Help to design, implement, and promote LEAP through marketing for faculty, staff, and students
- Generate new promotional ideas and materials in order to better market LEAP to the UW-Whitewater campus
- Manage LEAP Web Pages
- Perform office operations including faxing, copying, scanning, etc.
- Generate reports and forms using Excel and Word

Knowledge of Human Cultures and the Physical and Natural World

- Work closely with Associate Vice Chancellor, LEAP facilitators, and various campus departments to promote awareness for LEAP initiatives across campus
- Participate in the UW-Whitewater's Student Organization fair, Hawkfest, and Faculty and Staff Fairs
- Conduct New Student Seminar and in-class presentations
- Collaborate in planning LEAP workshops with other departments

***Other duties as assigned**

This position will include other responsibilities as determined throughout the term of employment, with direction from the LEAP direct supervisors.

Minimum Qualifications

- Must be a registered UW-Whitewater student enrolled at least half time
- 3.0 or higher GPA
- All majors accepted
- Public speaking skills
- Advanced written and oral communication skills
- Ability to work in a team environment
- Manage time wisely
- Work autonomously
- Organizational skills
- Must have experience in using Microsoft Office Suite-Word and Excel
- Available for 1 full year

Preferred Qualifications

- Experience in a student organization (or equivalent)
- Experience in production and management of social media content
- Knowledge of marketing

UW-Whitewater is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified and interested UW-Whitewater students to apply.

Contact Information:

Becky Pfeifer
University Executive Staff Assistant
Hyer Hall, Room 420
University of Wisconsin-Whitewater
(262) 472-1055 (Office)
pfeiferm@uww.edu

Jessica Hutchison
LEAP Intern
(262) 472-1139 (Office)

HutchisoJA09@uww.edu

For more information: http://www.uww.edu/leap