

# KOHL CENTER INTERNSHIP

The Office of Career & Leadership and Office of Academic Services would like to provide an opportunity for an intern to join our team at the Kohl Fetzer Center located on the Lower Level of the Kohl Center. Anyone that is interested in a career with athletics and career development are encouraged to apply. All of these roles and responsibilities will be supervised by the Career & Leadership Coordinator and Academic Advisor respectively. Specific roles and responsibilities are outlined below.

## Roles/Responsibilities

### Academics

- Run and analyze tutor reports
- SOAR Shadowing
- Mentor Freshmen
- Course Selection & Planning
- Kohl Fetzer Center Signage
- Eligibility Education
- Case Studies
- Academic Research and Best Practices

### Career & Leadership

- Create/Critique Resumes and Cover Letters
- Mock Interviews
- Career Event Engagement
- Analyzing Career & Leadership Assessments
- Transition Forward Workshops and Courses
- Social Media Weekly Announcements
- Research Career & Leadership Initiatives

## Qualifications

- 1st or 2nd Year Graduate Student
- Interest/Experience
  - Athletics
  - Working with Students
  - Personal Development
  - Career Development
  - Leadership Opportunities
  - Advising/Counseling
  - At-Risk Populations
- Ethics and Integrity
- Confidentiality
- Required Background Check
- Working 10-20hrs/week

Weekly meetings with Career & Leadership Coordinator and Academic Advisor are required along with additional education with compliance and human resources.

Interested Applicants: Please use the QR Code or link to apply. Deadline to apply is November 1, 2018.



[https://docs.google.com/forms/d/e/1FAIpQLSd2-Cn0D0mRjuzTx2XcUew6ByzBtoUIPLrrdtyIoY-zbpM8jg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSd2-Cn0D0mRjuzTx2XcUew6ByzBtoUIPLrrdtyIoY-zbpM8jg/viewform?usp=sf_link)