



# Higher Education Fieldwork Intern Position

Division of Student Affairs – Office of the Senior Associate Dean

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**Institution:** University of Redlands

**Department:** Student Affairs

**Site Supervisor Name and Title:** Ken Grcich, Senior Associate Dean of Student Affairs

**Number of Openings:** 1

**Internship Description:**

The purpose of this internship is to provide a graduate student the opportunity to gain experience in institutional self-evaluation, improvement, and peer review.

The graduate student will use the Carnegie Classifications website (<http://carnegieclassifications.iu.edu/>) to research University of Redlands peer institutions and document information. The work done by this graduate student will inform the work of Student Affairs at the University of Redlands in their efforts to improve as a division.

**Learning Outcomes:**

- The graduate student will understand the Carnegie Classifications (i.e., definitions, characteristics).

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- The graduate student will be able to analyze characteristics of distinct institutions of higher education.
- The graduate student will learn how create a strategic plan and organization work chart.

### **Specific Duties:**

- Research peer institutions through the Carnegie Classifications of Institutions of Higher Education database.
- Create and manage an Excel sheet to input content on peer institutions.
- Analyze findings on peer institutions and compare to the University of Redlands.
- Evaluate the performance and practices of the Division of Student Affairs at the University of Redlands in relation to its peer institutions.
- Meet with the Senior Associate Dean of Student Affairs to discuss research findings and to create a strategic plan and organization work chart.
- Present findings to university departments.

### **Required Skills:**

- Ability to work independently.
- Strong critical thinking and analysis.
- Demonstrated attention to detail.



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- Ability to manage time to ensure all tasks are completely in a timely manner.
- Excellent computer skills including strong understanding of, Adobe Acrobat, and Microsoft Office, including Word, Excel, PowerPoint and Outlook.

**Schedule:** Flexible

**Start Date:** Open Enrollment

**Interested students may submit résumé and cover letter to:**

Ken\_Grcich@redlands.edu