



# Higher Education Fieldwork Intern Position

Office of the President

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**Institution:** University of Redlands

**Department:** Office of the President

**Site Supervisor Name and Title:** Michelle Rogers, Chief of Staff

**Number of Openings:** 1

**Internship Description:**

Work in support of various projects and operational items required to support the Office of the President and a variety of initiatives. . This will include Board meetings, correspondence, event planning, event staffing, research projects, speech writing, proofing, editing, and special projects.

**Learning Outcomes:**

Understanding of higher ed leadership and the role of the President. Awareness of contemporary issues in higher education. Understanding of Board governance at a private institution. Knowledge of Cabinet leadership and shared governance.

**Specific Duties:**

Research, write, and edit various letters, reports, speeches, and meeting materials. Provide operational support and planning for Board meetings. Take



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minutes at various meetings as needed. Conduct research on a variety of topics as assigned. Shadow the Chief of Staff at various meetings and events.

### **Required Skills:**

Strong writing and research skills. Professional communication (verbal and written). Strong software skills including Word, Excel, and PowerPoint.

Understanding of higher ed leadership structures, specifically the model at Redlands. Ability to take direction, ask questions, and work independently as well as part of a group. Must be confidential and reliable.

**Schedule:** Monday - Friday, between 8am and 5pm. To be determined at start.

**Start Date:** Open Enrollment

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

michelle\_rogers@redlands.edu