Emory ACUI Internship

Summer 2020 - Job Description

The ACUI Intern will be a vital member of the Student Center Operations and Events Office during the summer term.

Working primarily with the Associate Director of Student Center Operations and Events, the intern responsibilities will include:

- assisting with building operations
- supporting Summer Conferences’ needs
- working with the Coordinator of Student and Facilities Operations on student staff training and support
- developing University Center Board programming and marketing

The intern will work alongside the entire SCOE office to work, operate, and plan events across multiple buildings and facilities, assuming other duties as assigned.

**Qualification:** Intern must have completed at least one year of a Student Affairs focused master’s degree program.

**Pay:** Summer Interns are hourly employees. Student intern will work 40 hours per week (typically during office hours of 8:30am-5:00pm) for a total of 10 weeks at a rate of $8.75/hour, totaling $3500.

**Housing:** The ACUI Intern will be housed in a two-bedroom, two-bathroom apartment in the Clairmont Residential Center (CRC). Other summer graduate interns from across Campus Life will also be staying in the CRC. The apartments have central heat and air-conditioning, and are equipped with a full kitchen, washer and dryer units, and full bathrooms (one per bedroom). In addition, the position comes with full access to the Student Athletics and
Academic Center (SAAC) – a gym, Olympic pool, tennis courts, and more.

**Student Center Description:** The mission of the Student Center Operations and Events (SCOE) Office is to provide a welcoming and inclusive self-directed learning laboratory outside of the classroom that complements the academic experience by providing programs and services that represent the core values of our community; human development, integrity, collaboration, and community. The SCOE office oversees spaces in the Alumni Memorial University Center, Cox Hall Ballrooms, Campus Life Pavilion, and the 110,000 sq feet Emory Student Center, opened in May 2019.

**Emory:** Emory University, a top-ranked private institution recognized internationally for its outstanding liberal arts colleges, graduate and professional schools, and one of the world’s leading healthcare systems, is located on a beautiful campus in Atlanta, Georgia’s historic Druid Hills neighborhood.

**Atlanta:** Centrally located in the Southeast, Atlanta is an ideal destination because of its easy accessibility from two major interstates (I-75 and I-85) and the convenience of Hartsfield-Jackson International Airport, one of the world’s largest and busiest airports. Filled with nightlife, restaurants, parks, green initiatives, and a thriving music scene, Atlanta is the most exciting city to be in, in the southeast!

**Internship Dates (flexible):** May 18–July 24, 2020

**Timeline:**
Application deadline – Friday, March 6th
Interviews: Beginning the week of March 9th
Position Offered: Starting March 23rd

**Emory Information:**
- Emory Student Center: [http://studentcenter.emory.edu/](http://studentcenter.emory.edu/)
- Emory Campus Life: [http://campuslife.emory.edu/](http://campuslife.emory.edu/)
- Emory SAAC: [http://saac.emory.edu/](http://saac.emory.edu/)
- Clairmont Residential Center: [https://housing.emory.edu/loc/clairmont/crc.html](https://housing.emory.edu/loc/clairmont/crc.html);
  [https://www.youtube.com/watch?v=XLcu3VtPHmU](https://www.youtube.com/watch?v=XLcu3VtPHmU)

**To apply:** Send a resume, cover letter, and (at least) two references to Jackie Grinvalds, Associate Director of Student Center Operations & Events, [jgrinva@emory.edu](mailto:jgrinva@emory.edu)