



EMORY
UNIVERSITY

Student Center
Operations and Events

Graduate Student Internship

Summer 2022

Position Description

The Graduate Intern will be a vital member of the Student Center Operations & Events (SCOE) team during the summer term. Working primarily with the Coordinator of Student and Facilities Operations, the intern responsibilities will include:

- Assisting with building operations for all facilities within the SCOE portfolio
- Supporting summer camp and conferences' needs
- Developing student staff training and resources
- Collaborating with Associate Director on assessment and benchmarking projects

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

As a result of this experience, the intern can expect to gain skills in event management, audio/visual, facility operations, student development and learning, and assessment. Additional opportunities and special projects may be determined based on skills and interests of candidate.

Qualifications

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

Pay

Summer interns will be provided housing accommodations (details below) and additionally receive hourly pay at \$11/hour for full-time (40 hours a week), totaling \$4,500 over the 10 weeks.

Housing

The Graduate Intern will be housed in a two-bedroom, two-bathroom apartment in the Clairmont Residential Center. 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.

Internship Dates

May 16 up to Aug 6, 2022 (flexible, anticipated total of 10 weeks)

Priority Deadline

February 15, 2022

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 team oversees spaces and event coordination in the Alumni Memorial University Center, Campus Life Pavilion, Emory Student Center, and many of the outdoor locations on campus.

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!

Helpful Links

- Emory Student Center: <http://studentcenter.emory.edu/>
- Emory Campus Life: <http://campuslife.emory.edu/>
- Summer Housing Intern Housing Program: <https://sihp.emory.edu/index.html>
- Emory SAAC: <http://saac.emory.edu/>

To Apply

Send a resume and cover letter to:

Will Thomas, Coordinator of Student and Facilities Operations, will.thomas@emory.edu

Jackie Grinvalds, Associate Director of Student Center Operations & Events, jgrinva@emory.edu