UTSA M.Ed. in Educational Leadership & Policy Studies  
Higher Education and Student Affairs  
HSA 6943 Internship

Request for Interns

Date: ________________

<table>
<thead>
<tr>
<th>Name and Location of Internship Site</th>
<th>UTSA Main Campus Office of Admissions-Welcome Center</th>
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| Name and Title of On-Site Internship Supervisor | Vacant-Assistant Director of Admissions  
Georgina Rodriguez-Admissions Officer I |
| Telephone Number and Email Address of On-Site Internship Supervisor | 210-458-5145  
Georgina.Rodriguez@utsa.edu |
| Number of Internship Positions Available | 1-2  
Summer-Fall-Spring |
| Internship Description (including work hours) | • The missions of the Welcome Centers Internship is to provide assistance with daily tasks & functions of the UTSA Main Campus Welcome Center including on-campus recruitment efforts, special events, event programming, logistics, administrative support, and special projects.  
• Report to the Assistant Director of Admissions.  
• Serve as support for the Program Specialist and Admissions Officer I.  
• Assist in coordinating high school group visits and individual tours: including registration and reservations, logistics, and communication efforts including follow up procedures.  
• Assist in educating, informing, interacting, and communicating with all visitors and guests.  
• Responsible for conducting individual and/or group tour presentations and tours, on a daily basis to prospective students, families, and high school groups. |
| Description of Ideal Candidate | • Must be currently enrolled as a full or part-time graduate student at UTSA with a least a 3.0 GPA.  
• Must be in good academic standing and have attended UTSA at least two semesters previous to applying.  
• Must display excellent public speaking skills and must be comfortable with conducting campus tours to a group of students/and or parents.  
• Excellent customer service and strong communication skills.  
• Ability to work with sensitive information and maintain the highest level of confidentiality.  
• Ability to work in a fast-paced, team work environment.  
• Must be able to work independently, with minimal supervision.  
• Must be knowledgeable of UTSA, its programs, and the student body.  
• Must be able to effectively use a computer and keyboard.  
• Must be able to take initiative.  
• Must also be able to identify when to seek assistance and direction from staff when necessary.  
• Flexible Schedule Monday-Friday, Occasional Saturdays  
• 15-25 hours per week |
| Other Specific Skills or Prior Skills Required for this Internship Position | • Have excellent organizational and time-management skills  
• Ability to multi-task and complete tasks between numerous deadlines  
• Ability to interact with management and peers in leadership role |
| Description of Compensation, if Provided | • Experience with Microsoft Office |

If you have any questions, please do not hesitate to contact Dr. Richard Drum at Richard.Drum@utsa.edu