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

Request for Interns

Date: January 15, 2013

| Name and Location of Internship Site | Office of the Dean of the School of Health Professions  
The University of Texas Health Science Center at San Antonio (UTHSCSA)  
7703 Floyd Curl Drive  
San Antonio, TX 78249 (Office Location 426A MED) |
| Name and Title of On-Site Internship Supervisor | Lisa R. McDougle, Ed.D.  
Associate Dean for Students |
| Telephone Number and Email Address of On-Site Internship Supervisor | (210) 567-4836  
mcdougle@uthscsa.edu |
| Number of Internship Positions Available | 1 |
| Internship Description (including work hours) | Internship would be hosted in the Dean’s Office and may include experiences in any of the following: Budgeting, Accreditation, Strategic Planning, Institutional Reporting, Media Communications/Marketing, Alumni Development, Advising, Admissions, Recruitment, Student Leadership, Scholarships, Community Service/Volunteer Activities, Staff Development, Policy Development. Work hours are normally 8am-5pm in a regular office setting. However, there may be occasional weekend or evening hours depending on the nature of individual projects. |
| Description of Ideal Candidate | The ideal candidate should be someone who is interested in learning about administrative aspects of student affairs. S/he should have good communication and organization skills and be comfortable working with all levels of individuals including students, faculty, staff, and administrators. |
| Other Specific Skills or Prior Skills Required for this Internship Position | Some previous experience with event planning is preferred. The intern must pass a background check conducted through UTHSCSA prior to the beginning of the internship. |
| Description of Compensation, if Provided | |

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