**Request for Interns**

Date:  May 3rd, 2012

| Name and Location of Internship Site | The Culinary Institute of America  
312 Pearl Parkway  
San Antonio, TX 78215 |
|--------------------------------------|------------------------------------------------------------------------------|
| Name and Title of On-Site Internship Supervisor | April Goess  
Director of Education |
| Telephone Number and Email Address of On-Site Internship Supervisor | 210-564-6400  
a_goess@culinary.edu |
| Number of Internship Positions Available | 2 |
| Internship Description (including work hours) | The Culinary Institute of America (CIA)-San Antonio Campus seeks two hard working and enthusiastic interns to work in a very fast paced Admissions and Student Services Office. The offices are open M-F 8AM to 4PM. Ideal candidates would be available 2-3 days a week, 4-5 hours per day. Some weekends may be required.  
Intern Duties:  
- Greeting current and prospective students and directing them to the appropriate department  
- Giving campus tours to prospective students, food enthusiasts, and visitors to the college  
- Assisting with Admissions information sessions and preparing Admission packets  
- Helping with new student Orientation set up, including preparing materials, check in, and making sure enrollment paperwork is complete.  
- Managing inventory of books, uniforms, and supplies  
- Helping with set up for Food Enthusiast, Boot camp, and Professional development classes. |
| Description of Ideal Candidate | Excellent written and public speaking communication skills.  
|                               | Detail oriented and organized.  
|                               | Knowledge of MS Office Suite for PC.  
|                               | Excellent customer service skills. |
| Other Specific Skills or Prior Skills Required for this Internship Position | • Intern should be student centered in the carriage of their duties, and be comfortable working in a fast paced environment.  
|                               | • Familiarity working in college admissions/financial aid a plus |
| Description of Compensation, if Provided | • Internship is unpaid.  
|                               | • In addition to evaluation of internship performance, letters of reference will be provided upon request at the discretion of the Director of Education.  
|                               | • Interns will receive free gourmet lunch on campus each work day! |

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