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

**Request for Intern**

**Date:** ________7/16/12________

| Name and Location of Internship Site | The University of Texas at San Antonio  
Financial Affairs  
1 UTSA Circle, Main Building 3.212  
San Antonio, TX 78249 |
|-------------------------------------|--------------------------------------------------------------------------------|
| Name and Title of On-Site Internship Supervisor | Janet Parker, Associate Vice President, Financial Affairs (overall)  
Becky Sanchez, Financial Assessment Analyst (lead) |
| Telephone Number and Email Address of On-Site Internship Supervisor | 210-458-4071  
[Janet.Parker@utsa.edu](mailto:Janet.Parker@utsa.edu)  
210-458-4211  
[Becky.sanchez@utsa.edu](mailto:Becky.sanchez@utsa.edu) |
| Number of Internship Positions Available | 1 |
| Internship Description (including work hours) | Intern will be assigned various special projects related to the following:  
- **Fee Reviews** – evaluate uses of fee revenue relative to justifications and cost analyses to support the fee rate (led by Becky Sanchez)  
- Evaluate tuition policies that incentivize students to graduate in four years and the potential revenue impacts.  
- Peer institutional comparisons of administrative costs (institutional support compared to overall operational costs net of auxiliary services) and rationale for differences (based on a review of staffing levels).  

*(I am sure I can come up with more if necessary.....)*  
Flexible Work hours between 8 a.m. and 5 p.m., Monday through Friday. |
| Description of Ideal Candidate | Solid analytical and math skills  
Good research abilities  
Interested in both quantitative and qualitative assessment  
GPA 3.0 minimum |
| Other Specific Skills or Prior Skills Required for this Internship Position | Microsoft Excel |
| Description of Compensation, if Provided | Graduate Student: $11.00 - $13.00/hour |

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