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

**Request for Interns**

**Date:** September 1, 2012 – December 18, 2012

| Name and Location of Internship Site | University Center  
Events Management & Conference Services |
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<tr>
<td>Name and Title of On-Site Internship Supervisor</td>
<td>Nikki Lee, Associate Director</td>
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| Telephone Number and Email Address of On-Site Internship Supervisor | 458-4150  
Nikki.Lee@utsa.edu |
| Number of Internship Positions Available | 1 |
| Internship Description (including work hours) | Position will involve duties such as attending event planning meetings and updating event reservations and diagrams. Projects will include organization and database entry of existing and future resources. Intern will assist in monitoring events for policy compliance and space usage. Event assistance for internal and external client services will be included. May participate in UC Advisory Council meetings. Work hours: Monday – Friday 8 a.m.-6 p.m., Saturdays based on events; opportunities to work 6-10 p.m. on occasional basis. |
| Description of Ideal Candidate | • Strong interest in working with students  
• Detail oriented  
• A basic understand of events management  
• Thrives in fast-paced environments  
• Excellent interpersonal and communication skills  
• Must have a sense of urgency when completing tasks  
• Knowledge of balancing policies while meeting customer service needs |
| Other Specific Skills or Prior Skills Required for this Internship Position | Approved for Internship by ELPS Office |
| Description of Compensation, if Provided | N/A |

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