**Request for Interns**

Date: September 1, 2012 – December 18, 2012

<table>
<thead>
<tr>
<th>Name and Location of Internship Site</th>
<th>University Center</th>
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</thead>
<tbody>
<tr>
<td>Name and Title of On-Site Internship Supervisor</td>
<td>John Garza, Senior Information Tech Associate</td>
</tr>
<tr>
<td>Telephone Number and Email Address of On-Site Internship Supervisor</td>
<td>458-4736, <a href="mailto:John.Garza@utsa.edu">John.Garza@utsa.edu</a></td>
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<tr>
<td>Number of Internship Positions Available</td>
<td>1</td>
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**Internship Description (including work hours)**

Position will spend brief time within each area of the UC, learning all areas of a student union including Director, Business Office, Programming, Marketing, Operations, Information Technology and Events Management. Position will involve duties such as interviewing tenants, UC departments and student employees and drafting weekly news items for the UCNewsBlog. Assists with student development training. Summarizes meeting room surveys and publishes monthly customer service reports to UC staff. Calculates monthly Information Center guest traffic numbers. Develops training curriculum for UC Graphic Designers. Evaluates/analyzes incoming event requests for any patterns or improvements to be made to the process. Helps with meeting OIT security standards (computer inventory and patching) on a bi-weekly basis. Assists EMCS with organizing contacts from software. Intern will participate in the UC Advisory Council. On average, candidates will spend 21 hours per area. Work hours: Monday-Friday 8 a.m.-11 p.m.

**Description of Ideal Candidate**

- Strong interest in working with students
- Detail oriented
- Basic knowledge of student development theory
- A basic understand of events management
- Thrives in fast-paced environments
- Excellent interpersonal and communication skills

**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.