# Summer Graduate Intern – Office of the Provost

## (With opportunity to continue work into the fall)

## Position Description

The Graduate Intern for Thomas Jefferson University’s Office of Academic Strategy and Special Programs will assist in ensuring the seamless operation of all programming. This individual will serve as a coordinator with respect to programming logistics, communication, and evaluation.

## Roles & Responsibilities

* Serve as a coordinator for summer program logistics for the STEP-UP programs. The graduate intern will maintain program registration, transport and organize supplies, and troubleshoot logistical issues that arise at all program sessions.
* Serve as the coordinator for planning fall program logistics for Saturday Academy and the Future Health Professionals Program (FHPP). The graduate intern will maintain program application and registration.
* Coordinate communication between volunteers and participants of pipeline programs to ensure program details are understood by all stakeholders.
* Maintain appropriate electronic documentation for pipeline programs including, but not limited to, applications, emergency contact and release forms, contact information, and curriculum materials
* Assist in conducting program evaluation for programs including collecting and entering data and creating written reports.
* Develop and augment assessment of the curriculum for pipeline programs based on evaluation of current programs and research conducted to improve programming.
* Research and identify funding opportunities for Thomas Jefferson University’s pipeline programs.
* Conduct environmental scans of the higher education landscape and prepare proposals for leadership.
* Complete other duties as assigned by the Vice Provost of Academic Strategy & Special Programs including clerical and office work related to pipeline program initiatives.

## Qualifications

* Bachelors’ Degree working toward a Masters’ Degree.
* Ability to work effectively with a wide variety of constituents from varying backgrounds, including volunteers, students, faculty, staff and community members.
* Background in curriculum development.
* Excellent organizational and project management skills.

## Interested applicants – please contact:

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