

Professional Development Internship

* If you are completing this internship for credit please provide the beginning and end dates along with contact information for the professor of the class

Dates: 5-10 hours per week, 6-8 weeks

Description of Internship:

- Finding presenters on various topics (setting up trainings for Laura Baker staff)
- Organizing curriculum into categories
- Create descriptions of Laura Baker's trainings
- Develop synopsis/outline of content of trainings for instructors
- Compile training materials for various trainings
- Create and assemble data from internal surveys
- Other tasks assigned by the Laura Baker Training Coordinator
- Attend professional development meetings, typically every other Tuesday afternoon

Qualifications

- Sophomore, Junior, or Senior with strong academic record
- Strong interest and abilities in the areas of web design, research, and analyzing data
- Works well independently, as well as in a group setting
- Self-motivating, asks questions if in need of more information
- Quick learner
- Respectful of diversity and strong ability to interact well with others

Compensation: This is an unpaid internship.

Application Materials

- Resume
- Cover letter