



Student Services Administrative Intern

Submit materials to indicate interest, including a cover letter and resume.

Intern will be chosen before the start of each academic year.

For Fall 2024/Spring 2025, materials due April 19th.

Position Overview & Summary of Job Function:

The Student Services Administrative Intern will support the Lambuth Student Services Office as it works to engage and support students as they achieve their academic, career, and personal goals. By taking on some of the administrative duties of the office, the intern allows the full-time staff to better utilize their time in the office, ensuring the needs of students are met.

Duties & Responsibilities:

- Maintain office organization and functionality
 - Clean & organize office regularly
 - Maintain printer & other office resources
 - Inventory office supplies to ensure they are fully stocked
 - Manage storage closets including regular inventory & organization
- Manage Tiger Pantry & Relaxation Room
 - Regularly inventory & organize Tiger Pantry
 - Accept & Stock Tiger Panty Donations
 - Facilitate Tiger Pantry Visits
 - Clean & restock Relaxation Room regularly
- Manage office “drop ins” as needed
 - Directing visitors to the appropriate staff member as they are free
 - Scheduling appointments with staff members as needed
- Manage office phone
 - Answer phone
 - Forward Calls as needed
 - Check Voicemail
- Prepare financial paperwork for Meal Reimbursement, P-card statements, etc.
 - Scan receipts to Email
 - Populate attendance rosters for events
 - Prepare Meal Reimbursement Forms
- Retrieve Office Mail
- Maintain Bulletin Boards & Tiger Scoops
 - Regularly refresh basement bulletin boards belonging to Student Services
 - Post flyers across campus/Remove old postings
 - Disperse TigerScoops across campus monthly
- Complete classroom visits as need to promote Student Services programs
- Campus Security Authority

Position Qualifications (select and fill in all relevant to this position):

- The minimum overall GPA considered for this position is 3.0, to be maintained throughout the length of your employment
- A student must be enrolled full-time for the semester during which they will work and will remain enrolled full-time throughout employment with the office.
- A student must be in good academic, financial, and/or student discipline standing with the University.
- A student must be able to work within regular business hours, M-F 8 AM- 4:30 PM
- A student must demonstrate strong customer service skills
- A student must demonstrate self-sufficiency and time management skills.
- A student must demonstrate initiative.

Student Leadership and Professional Competencies:

Students will have the opportunity to engage in work related activities which may increase their competencies in the following areas:

- Learning & Reasoning – i.e. Developing a sense of familiarity with working in a Student Services office environment, while acquiring basic knowledge of how the department functions.
- Professional & Strategic Planning –i.e. Working with full time staff & students to arrange meetings and trainings on the calendar.
- Communication & Digital Technology – i.e. Becoming proficient in Microsoft Office suite and Outlook.
- Self-Awareness & Personal Behavior – i.e. Developing a sense of discretion when dealing with sensitive information as it relates to student information.

Days and Hours Worked:

The Administrative Intern can work for a maximum of 15 hours a week. (Will not work on academic calendar breaks.)

Required Training:

Administrative Intern will attend a customized training session with full time staff members before the start of their position to become familiar with the office. Following this training, the student may be asked to attend additional training sessions i.e. SafeZone, RSO Workshops, etc.

Position Compensation:

Students are paid biweekly. Hourly compensation is \$12/hour.

**For more information or to submit materials contact Emily Ridgeway,
emily.ridgeway@memphis.edu.**

Equal Employment Opportunity and Campus Safety

Equal Employment Opportunity is the right of all persons to work and to advance on the basis of merit, ability, and potential without regard to race, color, national origin, sex, sexual orientation, genetic information, religion, disability, age or status as a veteran. The University of Memphis is committed to maintaining a learning and working environment that is free from discrimination, harassment and retaliation.

Information on The University of Memphis annual security report is found here:

<https://www.memphis.edu/police/pdf/annualsecurityfire2017.pdf>