



## **2016-17 Presidential Intern Position Announcement**

This position serves a one year appointment and provides a wide range of professional functions for UNC General Administration. With access to high ranking university officials, interns have the opportunity to explore and understand the inner workings of an institution that has transformed North Carolina's economy and is critical to our state's future. Largely self-directed, this position lends itself to May 2016 UNC system graduates who are motivated, intellectually curious, and not afraid to take risks. The position will have regular interaction with senior leadership and members of the Board of Governors and will work to research, write and implement policy. While there are daily responsibilities, Presidential Interns are frequently presented with unique opportunities and it is expected that they be willing to assume additional projects as they arise.

This is a temporary position and the only benefit you may be eligible for is a High Deductible Health Plan.

### Knowledge, Skills and Abilities:

- Strong project management or organizational skills
- Research, editing and proofreading skills
- Ability to work as a team where ongoing collaboration is a must
- Ability to handle multiple projects
- Relationship-building skills conducive to building working relationships with UNC General Administration staff, as well as 17 campuses and affiliated organizations
- Ability to deal with uncertainty
- Ability to contribute individually and participate in cross-functional teams
- Proficiency with Microsoft Office
- Ability to perform clerical duties, such as answering the phone, filing, copying, handling calendars, scheduling appointments, etc.
- Strong interpersonal communication skills

### **Minimum Requirements:**

Presidential Interns must be a recipient of a May 2016 baccalaureate degree from a constituent institution within the University of North Carolina.

Prefer: Graduates with an interest in policy, higher education, finance, economic development and the future of North Carolina.

A resume, cover letter, unofficial transcript and letter of recommendation should be submitted to the attention of Dr. Tracey Ford, Assistant Vice President, at [presinterns@northcarolina.edu](mailto:presinterns@northcarolina.edu) **no later than February 1, 2016.**

Interviews for the finalists will take place in end of February with an anticipated start date of July 2016.

*The University of North Carolina, Chartered in 1789, UNC was the first public university in the United States and the only one to graduate students in the eighteenth century. Today, UNC is a multi-campus university composed of all 16 of North Carolina's public institutions that grant baccalaureate degrees, as well as the NC School of Science and Mathematics, the nation's first public residential high school for gifted students.*