



## **Graduate Intern Announcement**

The University of Kentucky Office of New Student & Parent Programs is seeking a graduate intern to work with the UK Parent Association for 10 weeks during summer 2010 (start and end dates are flexible).

### **About the UK Parent Association:**

The UK Parent Association ([www.uky.edu/Parents](http://www.uky.edu/Parents)) welcomes all parents and guardians of UK undergraduate students to its membership. At no cost to its members, the Parent Association publishes the *Family Focus* newsletter for families of freshmen and sophomores, as well as the *Insider's Guide* handbook for families of new UK students. In addition, the association coordinates events for students and families during K Week (UK's fall welcome week) and Family Weekend. The Parent Association provides regular campus updates in the Cat Chat e-mail newsletter and assists parents with questions and concerns related to their students and UK.

The three professional staff members in the Office of New Student & Parent Programs also coordinate the fall welcome week called K Week, the UK 101 academic orientation course, the Common Reading Experience, and the K Book new student handbook.

### **Responsibilities:**

The Parent Association intern will be responsible for assisting the Assistant Director of New Student & Parent Programs with the following activities and programs:

- Staffing the Parent Association table during Summer Advising Conferences (summer orientation) – interacting with parents, answering questions
- Planning Family Weekend 2010 – compiling schedule of events, collaborating with offices around campus, planning tent party, coordinating the creation of a promotional brochure and website, designing a t-shirt
- Finalizing content for the 2010 – 2011 edition of the Insider's Guide handbook for parents of new UK students – editing, consulting with designer, overseeing mailing to families
- Planning K Week activities for families, including information sessions and a reception
- Adding and updating content on the Parent Association website
- Implementing programs as outlined in the new Parent Association five-year plan

There will also be an opportunity to work with other programs housed in New Student & Parent Programs as dictated by individual interests and time.

### **Qualifications and Necessary Experience:**

Interested applicants should be currently enrolled in a higher education graduate program (or comparable program) or preparing to enter a program in the fall and should demonstrate an

interest in working with new student and parent programs (ideally through relevant undergraduate or graduate experience). Other necessary attributes include:

- Strong written and oral communication skills
- Strong interpersonal skills
- Strong organizational skills
- Demonstrated commitment to high quality customer service
- Attention to detail
- Ability to multi-task
- A good sense of humor

**Benefits:**

- Stipend of \$4,000 for 10 weeks of work
- If campus housing is needed, the stipend will be \$2,750 for 10 weeks of work. The Parent Association will provide an efficiency apartment. All utilities except telephone are included. Cable, Internet, and basic furnishings are also provided.
- Free on-campus parking

**Applications:**

Applicants should submit a letter of interest and a resume by Friday, April 9 to:

Nancy Stephens  
Assistant Director of New Student & Parent Programs  
University of Kentucky  
518 Patterson Office Tower  
Lexington, KY 40506-0027

**Institutional Profile:**

Founded in 1865 as a land-grant institution adjacent to downtown Lexington, UK is nestled in the scenic heart of the unique Bluegrass region of Kentucky. From its early beginnings, with only 190 students and 10 professors, UK's campus now covers more than 687 acres and is home to over 25,000 students and nearly 11,000 employees. Recently ranked as one of the safest, the most creative, and the brainiest cities in the nation, Lexington is an ideal location to experience the work-life balance that the University strives to provide to its employees. See for yourself what makes UK One Great Place to Work!

*The University of Kentucky is an equal opportunity employer and encourages applications from minorities and females.*