HEA Program Overview

Part of the GRAD Global Impact (GGI) Internship initiative by UChicagoGRAD, the Higher Education Administration (HEA) Internship Program provides UChicago graduate students with experiential learning opportunities at offices across the university. The program aims to create mutually beneficial relationships between hosts and interns by connecting offices with graduate student talent and helping graduate students develop professional skills that prepare them for careers in academia, industry, nonprofits, and government.

HEA Certificate

UChicagoGRAD and the Graham School have designed a workshop series to enable interns to be more effective in their roles at host offices, and more competitive in the employment market. The cohort of campus-wide HEA Interns will meet weekly for presentations led by topical experts followed by small-group peer discussions. The series begins with HEA Orientation and culminates with HEA Showcase when interns present their HEA experience to the cohort and current/prospective hosts. Completion of the workshop series results in an HEA Certificate.

Workshop + Discussion	Date, Time
HEA Orientation	October 4, 12-1 PM
1) Higher Education: History & Career Trajectories	October 11, 12-2 PM
2) Office Communication & Building Partnerships	October 18, 12-2 PM
3) Understanding Budgets	October 25, 12-2 PM
4) Working as a Team: Project Management	November 1, 12-2 PM
5) Presenting in a Professional Context	November 8, 12-2 PM
6) Civic Engagement & Diversity	November 15, 12-2 PM
7) Policies & Legal Issues	November 22, 12-2 PM
8) Future of Higher Education: Data-Driven Analysis	November 29, 12-2 PM
HEA Showcase	January 31, 2017, 4-6 PM

Host Obligations

- TIMELINE: internship begins by **October 4**; academic year recommended, 2 quarters minimum
  - ❑ **September 1+**: host posts job description on GRAD Gargoyle job board and screens/interviews candidates (see page 2)
  - ❑ **September 28**: host informs UChicagoGRAD of selected intern
  - ❑ **October 4**: HEA Orientation and deadline to commence internship
- HOURS: average 100+ hours/quarter; $15/hour; work-study eligible; ensure internship hours do not conflict with HEA Workshops
- FEEDBACK: complete a UChicagoGRAD survey and year-end evaluation with intern

Intern Obligations

- ELIGIBILITY: students in full-time, degree-granting PhD, master's, and professional programs
- HEA CERTIFICATE: participate in all HEA Workshops and peer discussions plus HEA Orientation and HEA Showcase; some preparation needed
- FEEDBACK: complete a UChicagoGRAD survey and year-end evaluation with host

Questions: Josephine Cai (josephinecai@uchicago.edu, 702.8767) or gradcareers.uchicago.edu

To post an HEA go to GRAD Gargoyle job board and follow the prompts described below. Required fields are marked with an asterix. Once complete, select SUBMIT.

Prompt	Description
Position Type*	Select option(s) which best describes the role you are posting
Restrict Applications*	Select YES to see only applicants who meet all criteria or NO to see all
Blind Posting	Select YES to hide employer/contact info and NO to make it visible
Title*	HEA - [*Insert Job Title*] ; *Example: HEA-Grad Diversity Recruiter*
Job Description*	Indicate job responsibilities in no more than 200 words
Job Function*	Select Higher Education
Resume Receipt*	Select E-MAIL
Add'l Docs & Notes	A resume is required for and additional documents can be requested
Display Contact Info	If selected, complete "Contact Information" field
Posting Date*	Date job/internship should be posted
Expiration Date*	Date job/internship should be removed
GPA	Enter minimum grade point average if desired
Graduation Start/End*	Enter range for desired graduation date
Requisition #	*n/a*
Desired Start Date	Enter optimal start date
Duration	Enter length of internship/employment if known
Hours Per Week	Enter approximation
Degree Level	Use key to discern acronyms which describe academic affiliation at UChicago
Travel Percentage	Enter approximation if applicable
Qualifications	Indicate other preferred skills or credentials if applicable
Work Authorization*	Indicate type(s) of work authorization desired for the position
Int'l Work Sponsorship*	Indicate whether your organization might sponsor international candidates
Desired Skills	Select up to 10 skills options preferred for the position
Desired Major(s)	Select major(s) preferred for the position
Salary Level*	Enter salary range or indicate whether the position is paid/unpaid
Location*	Indicate geographical information about the job site
Auto Application Packet	Select YES for a PDF of all applicants' job materials after posting ends
Attachment(s)	Upload PDF or Word documents to posting

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