

The Illinois Leadership® Center
John A. Graf Internship Program

Position Summary: The purpose of the Graf Internship is to assist in the coordination and management of student leadership development programs for Illinois students.

Leadership Education & Programming Duties:

- Facilitate leadership education workshops for RSOs, academic classes, campus departments, and the Workshop Wednesday series
- Serve as a liaison to University of Illinois Cultural and Resource Centers
- Plan and facilitate monthly Leadership Lessons for all Illinois Leadership Center staff
- Attend bi-weekly team meetings for Graf Interns
- Manage i-Program logistics including program supply inventory, assist with facilitator training, and serve as an on-site coordinator
- Assist with curriculum design for leadership programs
- Support the ILC in other leadership education initiatives
- Other duties as assigned

Working Environment: This position reports directly to an Assistant Director while also working closely with all staff and students at the ILC. Graf Interns are expected to work 15-20 hours/week during the academic year. Hours will be determined at the beginning of each semester, but may vary based on program demand. Hours will include a weekly on-call evening shift and approximately 3-5 weekend commitments a semester.

Required Qualifications:

- Minimum 2.8 grade point average on a 4.0 scale
- Previous participation in at least one Illinois Leadership Center program or The Institute™ by LeadersShape®.
- Must be currently enrolled at the University of Illinois with junior or senior standing throughout the duration of the internship.
- Ability to work nights and weekends as required
- Strong leadership and interpersonal skills

Preferred Qualifications:

- Demonstrated experience facilitating educational workshops
- Demonstrated experience in event planning and related skills