

The Illinois Leadership® Center  
**John A. Graf Internship Program**

**Position Summary:** Graf Interns work in one team to assist with the coordination and management of leadership education programs for Illinois students.

**Graf Intern Duties:**

- Facilitate leadership education workshops for RSOs, academic classes, campus departments, and the Workshop Wednesday series
- Provide individualized feedback to students completing blended i-Programs via Canvas
- Assist the ILC Office Manager with management of the Cavanaugh Library including researching new books to add to circulation, marketing the library, writing blogs about books, and selecting a book of the month
- Plan and facilitate monthly staff development events for all Illinois Leadership Center staff
- Attend weekly team meetings for Graf Interns
- Assist with curriculum design for leadership programs
- Support the ILC in other leadership education and outreach initiatives
- Other duties as assigned

**Learning Outcomes:** The ILC provides our student employees with professional experiences to develop their leadership and career competencies. Below are our learning outcomes for our student employment program.

- Enhance personal communication skills (oral & written)
- Develop an appreciation for diversity
- Demonstrate effective teamwork and collaboration skills
- Exercise responsible independence
- Develop leadership competencies
- Adapt to and utilize new technologies
- Increase career readiness

**Expectations:** Graf Interns report directly to an Assistant Director while also working closely with all staff and students at the ILC. Graf Interns are expected to attend mandatory orientations & trainings and serve as a positive representative for the ILC.

**Hours:** Graf Interns are expected to work 10-15 hours/week during the academic year. Hours will be determined at the beginning of each semester but may vary based on program and workshop demand. Hours will include occasional evening and weekend commitments per 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 LeaderShape®

- Must be currently enrolled at the University of Illinois at Urbana-Champaign with Junior or Senior standing throughout the duration of the internship
- Ability to work nights and weekends as required
- Excellent leadership and teamwork skills

**Preferred Qualifications:**

- Demonstrated experience facilitating educational workshops