

GRAF INTERN POSITION

Position Summary: Graf Interns assist in the coordination and management of student leadership development programs for Illinois students.

Working Environment:

Graf Interns are expected to possess strong leadership and interpersonal skills, as well as attend mandatory orientations & trainings. 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:

- » Must have a minimum 2.8 grade point average
- » Must have previous participation in at least one ILC's program or The Institute by LeaderShape.
- » Must be an enrolled student at the University of Illinois with a junior or senior standing for duration of the internship.
- » Must be able to work nights and weekends as required, as well as during Welcome Weekend (the weekend before classes start).



Graf Intern Duties:

- Facilitate leadership education workshops for RSOs, academic classes, campus departments, and the Workshop Wednesday series
- Plan and facilitate monthly Leadership Lessons for all Illinois Leadership Center staff
- Attend 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

Preferred Qualifications:

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



This internship is named in honor of **John A. Graf** for his gift donated to the ILC. John graduated from the University of Illinois in 1981 with a Bachelor Degree in Economics. While at the University, John was involved in the Student Alumni Association, served on the Student Organization Resource Fee Board (SORF), was a Student Government Officer, Volunteer Illini Projects Chairman, a fraternity brother in Delta Upsilon, and a Mortar Board and Senior 100 honoree.

