**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 a enrolled student at the University of Illinois with a junior or senior standing for duration of the internship.
- Must be ability 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.