Supervisor: Lacretia Johnson Flash

Department:
Office of the Vice President for Human Resources, Diversity and Multicultural Affairs

Title: Senior Advisor and Chief of Staff to the Vice President

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This practicum provides an opportunity to engage with senior staff and others in the Division of Human Resources, Diversity and Multicultural Affairs. The Office of the Vice President coordinates strategic efforts across the division, as well as actively working with campus leaders to meet the human resource needs and diversity strategic engagement objectives of the campus. This practicum involves working on projects such as: creating materials for the President’s Commission for Inclusive Excellence, planning for divisional meetings, developing communications for a variety of audiences (internal and external to the division), and creating plans and materials for a wide range of projects (e.g., divisional professional development). Interns must have excellent written and oral communication skills, strong interpersonal skills, be able to maintain confidentiality, and have the ability to work independently as well as collaboratively with others.