Employment Opportunity

**CTLE Intern**
Center for Teaching & Learning Excellence (CTLE)
University of Utah
✓ 15 hours per week, $10 per hour
✓ Typically one year in duration
✓ Can be flexible to accommodate class schedule
✓ Must be a University of Utah student to apply

### Application Materials
- Cover Letter
- Resume
- References
- Letter of recommendation (optional)

Please send materials to info@ctle.utah.edu or deliver to Sill Center, room 136 [map]

### Job Duties
- Schedule CTLE consultant classroom observation requests.
- Provide administrative support for the Higher Education Teaching Specialist (HETS) program including new enrollment requests and candidate progress tracking.
- Maintain database of CTLE clients and services.
- Help plan and coordinate the Teaching Workshop Series and other CTLE events.
- Manage service requests and event attendance from registration site, phone, and e-mail.
- Update the CTLE website as needed.
- Schedule and prepare for CTLE related meetings as needed.
- Manage CTLE’s general e-mail account.
- Receive, greet, and direct visitors to the appropriate person or office.
- Check voicemail and answer telephones, providing assistance and directing callers to the appropriate person or office.
- Maintain office supplies and equipment.
- Other duties as assigned.

### Minimum Qualifications
- Completed at least 2 semesters at the University of Utah (or other post-secondary institution).
- Demonstrated interpersonal skills in a professional setting.
- Effective written and oral communication skills.
- Ability to work on several projects simultaneously and meet required deadlines.
- Working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.

### Preferences
- Minimum cumulative GPA of 3.0.
- Previous office or customer service experience.
- Working knowledge of Microsoft Access, Adobe Acrobat Professional, and Adobe Creative Suite.
- Experience assisting with the coordination of an event or conference with more than 30 attendees.
- Experience with website development and maintenance.

This position is available beginning January 2013. We will be accepting applications until the position is filled. Qualified candidates may be contacted for an interview.