

University Internships: Spring 2010 (final)

The Temple University Internship Program provides professional internships for academic credit in University offices. These internships are designed to provide excellent professional development and practical experience for Temple students. Internships that are available this spring are noted below. For more detailed information on these positions and/or to apply, simply follow the application instructions that follow. Once you submit your resume and cover letter through the OwlNetwork, these documents will be sent immediately to the internship supervisor. The supervisor will contact you directly if she/he would like to arrange an interview. If you are selected for a University internship, it is your responsibility to register for an internship or COOP course within your academic department. Generally speaking, University internships are unpaid; however work study funds may be applied to these internships. If you receive work study funds, please note this in your cover letter.

Application Instructions (or just to get more information):

1. Go to the Career Center website: www.temple.edu/careercenter
2. Click on the Students tab and then the box for the OwlNetwork on the right hand side of the page
3. Follow login instructions in box on left - username: TU91234...(TU plus 9-digit Tuid number); password: wiseowl
4. You will be prompted to create a profile if you have not done so already
5. Click on jobs/internships and then follow the link to a "one click" search for Temple University Internships
6. In order to apply to a University internship you must post your resume & cover letter by using the "Documents" tab and clicking on "Upload a Resume" or "Upload a Cover Letter".
7. Please note: we recommend that you apply for all internships for which you are qualified. Even if your major is not a major that is "preferred", if you have the skills, apply for the position. Make sure you state your qualifications in your cover letter.

If you have any questions please contact Rachel Brown, Career Center Director, 215.204.7981

University Department/Office	Internship Title	Brief Description	Preferred Applicant
Academic Resource Center (ARC)	Graduate Advising Intern for undeclared undergraduate and nonmatriculated students	Assist with the implementation of a university retention initiative. Help student advisees explore academic options including, but not limited to, choosing a major/career	Graduate student interested in academic advising as career option
Admissions (Undergraduate)	Admissions Videographer/Film Maker	Create video to promote Temple University to prospective students and families	Junior, senior, or graduate student in BTMM, FMA, Journalism or related
Career Center	Web Video Production Intern	Produce short videos, podcasts/vodcasts for the Career Center website	Junior or senior in BTMM, FMA or related

Dean of Students	Website Developer	Re-design websites for Dean of Students, Student Conduct and Office of Orientation	Sophomore, junior or senior in Graphic Design, Marketing, Advertising, CIS, BTMM, FMA or related
Dean of Students	Graphic Designer	Part of DOS marketing team. Develop print materials and graphics for special events advertising and orientation marketing materials	Sophomore, junior or senior in Art, Graphic Design, Marketing, Advertising, BTMM, FMA or related
Disability Resources & Services	Project RETAIN Intern	Implement a project to support the retention of students with a disability	Junior, senior or graduate student interested in retention of university students and/or working with students with a disability
Disability Resources & Services	Transition Coordinator	Develop and lead workshops on self-advocacy, time management and academic success for new or struggling students with disabilities. Will work one day on Ambler campus and one day on main campus	Junior or senior with excellent presentation skills, ability to research, synthesize and organize related materials
Disability Resources & Services	Project ACCESS Intern	Lead the analysis of data collected from a University-wide ACCESS survey of faculty, staff and students undertaken at Temple University in 2009	Senior or graduate student in Sociology, Statistics, Education, Psychology or related
Honors Program	Honors Writer/Public Relations Intern	Enliven Honors website - update with accomplishments; research, create and post profiles of scholarship winners; Assist with PR for large student reception	Sophomore, junior or senior Honors student preferred
Pre-Professional Health Studies	Data Base Design and Development Intern	Design and develop ACCESS database to track academic progress and co-curricular activities of pre-health students (approx 1,000/year)	Junior, senior or graduate student in Computer Science, MIS or related
Pre-Professional Health Studies	Outreach Coordinator	Develop a database of contacts in healthcare related organizations for the development of volunteer and internship opportunities for pre-health professional undergraduate students	Junior, senior or graduate student interested in professional health studies with excellent oral and written communication skills

Provost's Office - Communications	Editorial Intern	Write stories for parenting e-newsletter and Temple Times. Proofread articles and text. Post content on Provost's websites	All majors and years in school with preference for more experienced students in Journalism, English, and Communication
Russell Conwell Center	Curriculum Development Researcher	Research material for a themed curriculum for high school students, test and critique activities, and develop group projects to promote integration of the theme throughout the summer program	Sophomore, junior or senior in Education or related
Russell Conwell Center	Debate Coach	Review basic debating strategies and formats. Provide students with public speaking strategies and practice. Facilitate mock debates.	Sophomore, junior, senior or graduate student in Communications, English, Pre-law or related
Russell Conwell Center	Editorial Intern	Research and write stories about RCC programs and students, proofread articles, write by-lined articles, interview students and staff and conduct web-outreach.	Sophomore, junior, senior or graduate student in Journalism, BTMM, Communications, English or related
Student Financial Services	Database Coordinator	Maintain scholarship database, design a format for a web based financial aid calculator, and update current SFS status reports	Junior, senior or graduate student in Computer Science, MIS or related
Undergraduate Studies, Office of the Sr. Vice Provost	Learning Community Program Development Intern	Assist in the development of a learning communities model that includes upperlevel mentors in targeted majors and/or specific student populations and online resources	Junior, senior or graduate student in Education or related
Writing Center	Blogger/Workshop Leader	Work with the Writing Center team to develop and lead a workshop for Temple students about blogging	Freshman, sophomore, junior or senior with experience establishing an interesting blog with a large readership
Writing Center	Curatorial Intern	Work with the Writing Center team to develop and curate an art exhibit for the Writing Center that explores the idea and image of "writing"	Senior or graduate student in Art, Art History, Photography or related