

## **Graduate Intern Job Description**

### **Prime function**

Collaborates with assigned company or organization external to the university in order to gain working knowledge and develop career-specific skills appropriate to the student's area of study. Provides professional level support to assigned organization, assisting with projects, research and analysis, procedural studies, and planning.

### **Examples of responsibilities**

Serves in an intern capacity for a specified division, program or organization external to the university, which may include the following duties and responsibilities:

- Performs tasks related to specific function/program assigned
- Develops work plans in accordance with program/organizational objectives
- Conducts independent research of administrative or operational areas specific to the assignment
- Assembles and analyzes statistical data and makes interpretations for application to area of assignment
- Assists in development of new programs, policies or procedures; coordinates programs as assigned
- Assists in specialized administrative or technical projects in area of assignment
- Creates and maintains databases
- May analyze procedures and makes recommendations for improvement
- Prepares reports as needed

### **Knowledge, skills and abilities**

- Knowledge of issues pertaining to area of assignment
- Knowledge of management principles and practices
- Knowledge of program coordination
- Knowledge of basic project management
- Skill in organizing resources and establishing priorities
- Skill in planning, organization, coordination of activities
- Skill in establishing and maintaining effective working relationships
- Skill in both verbal and written communication
- Skill in the use of personal computer and related software applications

### **Minimum qualifications**

- Currently admitted to a graduate degree program at Arizona State University
- Maintain a 3.0 cumulative GPA for all ASU graduate credit courses
- Must enroll in at least 1 credit hour during each fall and spring semester during the appointment