

### Office of the President Intern

This position is a one year, paid, full-time internship (June 2019 – June 2020) that will support the University President's Office reporting to the Executive Assistant to the President. The intern provides support to the President and the Office of the President while gaining valuable experience relating to higher education administration and leadership of a university.

#### Responsibilities:

- Provide support to the President and the Executive Assistant to the president for all matters pertaining to the work of the President and the Office of the President
- Write thank you, condolence, letters of support, and other correspondence on behalf of the President
- Book travel and lodging arrangements for the President and create detailed travel itineraries
- Provide administrative support, such as resolving and referring to the appropriate person for a range of administrative problems and inquiries
- Reconcile business transactions and purchases electronically and document accordingly
- Provide assistance for the coordination of meetings, interviews, appointments, events, and similar activities for the President, University Officers, and the Board of Trustees
- Work with the University President's Club and oversee Office of the President Student Intern
- Manage booking, billing and maintenance of the university guest house
- Other duties as assigned

#### Qualifications:

- Strong interpersonal communication skills, attention to detail, and organizational skills
- Excellent writing skills
- Ability to work independently, but also as part of a team
- Ability to maintain confidential and sensitive information
- Diverse knowledge of Ohio Wesleyan University preferred
- Interest in pursuing a career in higher education preferred

#### Completed application packets will include:

1. Letter of interest / cover letter)
2. Resume or Curriculum Vitae
3. Three professional references including names, titles, & contact information

#### Completed packets and inquiries should be directed to:

Janet Lewis, Executive Assistant to the President & Secretary to the Board of Trustees  
Office of the President – University Hall, Room 101  
[jllewis@owu.edu](mailto:jllewis@owu.edu) / 740-368-3002

Application review will begin immediately and will continue until position is filled. Priority will be given to applications received by **Wednesday, March 20<sup>th</sup>**. Interviews will begin following Spring Break.

