

# Recent Graduate Internship Program

Available Now on Campus

## Would you like to give a recent graduate the chance of a lifetime!?!

The Department of Human Resources and The Office of Equal Opportunity & Regulatory Compliance has teamed up to create a new program devoted to supporting new graduates. Recent college graduates are given the opportunity to gain the skills and abilities necessary to enter the workforce as a trained professional with “real world” work experience.

Any campus department can utilize this program. All you need is a professional within your department willing to serve as an internship mentor to support the development of the intern.

### Please note the following about the program

The position is subject to periodic audits by the Department of Human Resources to ensure work is at appropriate level.

Acceptance into this internship program does not in any way constitute a promise for or guarantee of continued employment with the University upon completion of the program.



### Who qualifies as an intern?

Anyone who has graduated and obtained a Bachelor's or Master's degree within the past year.

### How do I get an intern?

Your department should submit a personnel requisition to hire a temporary II Recent Graduate Intern. In the requisition, include the specific duties you wish the intern to complete during the program and the field of study related to the internship.

Be sure to include in the comments section of the requisition the name and position title of the professional mentor assigned to the intern.

### Can I request a waiver of advertisement?

No. All internship openings must be opened to the public.

### Is there anything else I should know?

The Recent Graduate Internship Program is strictly a temporary II assignment (4.5 to 12 months). No exceptions will be made regarding extending the length of an assignment beyond twelve (12) months. This also means the position may be benefits eligible.



### The program

Program is intended to develop new college graduates into trained professionals with the necessary knowledge, skills, and abilities to enter the workforce. Duties performed are non-clerical in nature and support the development of the intern. Each intern is assigned a professional mentor who is responsible for developing skills and abilities as they relate to the intern's chosen field.

### What do interns make and where does the funding come from?

There are 2 levels of Interns (Level I and Level II). An intern's level is based on the highest level of education the intern has acquired.

#### Level I—Bachelor's Degree

Hourly Minimum: \$10.59 Maximum: \$12.30

#### Level II—Master's Degree

Hourly Minimum: \$11.71 Maximum: \$13.60

There is no centralized funding to support these internships. Each department is responsible for finding the necessary funds to support the position. These positions are non-exempt and subject to overtime compensation.

### How do potential interns apply for the program?

Once your department has opened the intern position, interested candidates will need to complete an online job application via the HR Job Site (<http://jobs.olemiss.edu>). Once their application is complete and up-to-date, they can apply to the position directly online.

### What happens when the assignment ends?

Upon completion of the assignment, the hiring department is required to complete a Recent Graduate Internship Program Report listing the assignments and accomplishments of the intern. If the report is not submitted by the department, Human Resources may not approve any future internship positions for that department.



For more information, contact:

Andrea Jakobsons  
Manager of Employment & Training  
[andreamj@olemiss.edu](mailto:andreamj@olemiss.edu)  
662/915-5690

