JOB DESCRIPTION

Recent Graduate Intern I & II

Recent Graduate Internship Program - Description of Program

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

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.

Upon completion of the program, 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, the Department of Human Resources may not approve future internship positions.

Disclaimer: 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. Interns may only participate in this internship program once, regardless if s/he is qualified to reapply.

Definition of Class
This is an entry-level intern position in which the incumbent assists in the performance of career specific duties to support the development, coordination, or operation of a program, project, or University department. Incumbent is assigned to a professional mentor who is responsible for developing skills and abilities as they relate to the intern’s chosen field.

Examples of Work Performed

Assists in the development, coordination and/or operation of assigned programs or projects.
Performs research on a specific topic, compiles data, and creates reports detailing findings.
Conducts surveys and gathers information through personal contact or written correspondence.
Provides recommendations to mentor based on review of applicable data.
Proofreads and/or edits publications, marketing materials, reports, and other related documents.
Attends departmental meetings and/or career specific conferences as appropriate.
Updates and maintains social media outlets.
Performs similar or related duties as assigned or required.
Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Performs career specific duties under the direct supervision of an assigned mentor.
**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** There are no physical demands in this position.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is periodically required to stand; sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to walk and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:**

  Level I - Bachelor's Degree from an accredited four-year college or university, conferred no later than the date of hire, or verified in writing by the respective Dean’s Office or Registrar’s Office that requirements have been met with certainty for the degree to be conferred, or degree conferred within one (1) year prior to date of hire.

  Level II - Masters Degree from an accredited four-year college or university, conferred no later than the date of hire, or verified in writing by the respective Dean’s Office or Registrar’s Office that requirements have been met with certainty for the degree to be conferred, or degree conferred within one (1) year prior to date of hire.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 05/26/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.