Teaching and Advising Internship in Sociology Advising

**Unpaid internship available for Spring 2021. Open to Sociology students.**

**Hours:** Vary from 8 - 10 hours per week for 14-16 weeks each semester.

**Credit:** Academic credit (3 hrs) in SOC 400 will be awarded based on hours worked per week during each term. This is an unpaid internship.

**Internship Description:**

The Teaching and Advising Intern will help with a variety of tasks within the Sociology Advising Office including but not limited to:

* Attend weekly class meetings of SOC199 (Wednesdays, 3:30-4:20)
* Occasionally lead class sessions and discussions
* Communicate with professors and other guest speakers to arrange their attendance at certain sessions
* Serve as main point of contact for SOC199 students who have class-related questions
* Organize Ambassador activities outside of class time
* Periodically update class Moodle to include submission portals for assignments and to make course content available
* Grade Ambassadors’ assignments
* Serve as a remote Peer Advisor during certain hours of the week
* Communicate and work effectively with Advising Office staff
* Assist in general Advising Office responsibilities

**Requirements:**

* Positive attitude and work well with others.
* Professional attitude and interpersonal skills, including face-to face, email and phone interactions.
* Working knowledge of google drive, powerpoint, canva, outlook, and course websites.
* Timely responses to emails and other communications from Advising Office staff to ensure efficient time usage.
* Effective written and verbal communication skills.
* Strong interest in teaching, student development, and communications.
* Available to work between 8 – 10 hours per week.
* Highly motivated and able to take direction well and work independently.

**Preferred:**

* GPA 3.00 or higher
* Junior or Senior standing

Please send a cover letter, resume, and one work or personal references to dmcnulty@illinois.edu by Wednesday, November 11th, 2020. Please include the name and contact information (email address is acceptable) of reference. Interviews will be conducted the week of 11/16/20.