Laney Graduate School Dean's Intern

6-Month Appointment with possible renewal for the 2024-2025 academic year

**Only applications submitted by February 5, 2024 will be considered**

The James T. Laney School of Graduate Studies (LGS) at Emory University seeks applications for a Dean's Intern. This internship is open to all master's and doctoral students currently enrolled at the Laney Graduate School. The start date for the internship is March 1, 2024.

The LGS Dean’s intern will work closely with the dean to implement signature initiatives developed within the LGS strategic framework (lgs-strategic-framework.pdf). Specifically, the intern will focus on:

- Helping to plan and implement a scholarly conference that brings together Emory students and faculty across diverse intellectual communities;
- Helping to strategize and implement programming that strengthens ties between a local historically Black college and LGS;

The ideal applicant has a passion and appreciation for implementing programing that supports an interdisciplinary academic experience for master’s and doctoral students at Emory in keeping with the mission of LGS:

*The mission of the James T. Laney School of Graduate Studies is to promote discovery and enduring knowledge by preparing innovative, thoughtful leaders in research, scholarship, teaching, and practice in service to the global good.*

**Internship Duties**

Responsibilities may include, but are not limited to:

- Conducting peer benchmarking to learn about other interdisciplinary student-focused conferences that are both internal and external to Emory;
- Helping to convene an interdisciplinary advisory committee of faculty and students to inform the structure and content of the conference, including the identification of a theme;
- Developing an abstract submission, review, and selection process for the conference;
- Assisting with the planning and facilitation of the conference;
- Planning and execute an evaluation of the conference;
- Conducting peer benchmarking to learn from other successful pipeline programs linking undergraduate students to graduate programs;
- Working with the dean and other stakeholders to prepare a written program proposal;
- Other activities related to the strategic framework.
Eligibility
To be considered for the Dean’s Internship, applicants must:
• Be a current master’s or doctoral student in any LGS program, in good academic standing;
• Be able to start working on March 1, 2024
• Work 10-12 hours per week throughout the spring and summer semester
• Be available to work in-person, as needed

Pay
• $25 per hour paid on a monthly basis

Application Guidelines
A complete application will include:
1. Statement of Purpose
   a. The statement of purpose should address the following topics:
      1. Your long-term career goals
      2. Skills/experiences relevant to this position such as coursework, other professional experiences, etc
      3. Why you feel that you would do well in this role

2. CV/Resume
   a. A current curriculum vitae (CV) or resume of relevant experiences

3. Transcript
   a. A copy of your Emory transcript (a copy of an unofficial transcript issued to you is acceptable)

For questions, please contact LGSdean@emory.edu.

Click here to submit application materials and apply