**Training and Outreach Program Intern**

**Division of Environmental Health and Safety**

**Application - Period, Process, & Materials:**
- Year-Round
- To apply submit all application materials to Shawna Lesseur (contact information below).
- Résumé, Cover Letter, Transcript

**Eligible Class Standings & Minimum GPA:**
- Junior, Senior, Graduate Student
  (Exceptional Sophomores may be considered)
- 3.00/4.00

**Credit, Compensation, & Hours:**
- Paid, $11.50/hour
- 10—20 hours
- EHS is open to working with academic departments to arrange credit for this internship. Please see guidelines for earning academic credit for your internship at https://career.uconn.edu.

**Additional Information:**
Digital Media and Design, Communications, English, and Education students will be given preference.

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**Description of Internship Provider**

The Training and Outreach Program is a new functional area in the Division of Environmental Health and Safety, in the Office of the Vice President of Research. This intern will directly assist the Program Manager in developing and supporting a growing, dynamic training and outreach program for the division. EHS provides comprehensive environmental health and safety services and training for the University community to prevent personal injuries and maintain regulatory compliance in the areas of biological, chemical, occupational, and radiation safety. We are a positive, friendly staff of 20 looking for someone who wants to be part of a collaborative team.

**Description of Internship Position**

Seeking an intern interested in graphic design, communications, marketing, education/training, instructional design, and/or higher education administration. It is essential that applicants to this position have exceptional written and oral communication skills, demonstrate creativity, and understand the importance of organization and attention to detail. Responsibilities include assisting the Program Manager in training program assessment, designing and writing web and print material for marketing and educational purposes and supporting the development of Blackboard LMS training curriculum. Students applying for this internship must have: familiarity in a number of software applications such as InDesign, Excel, Photoshop, Word, familiarity with HuskyCT, preferably as a Peer Mentor or Teaching Assistant, and experience with video editing and/or photo editing.

**For More Information, Please Contact:**

Shawna M. Lesseur
Training and Outreach Program Manager
EHS Building, Horsebarn Hill
shawna.lesseur@uconn.edu
(860)486-1109

http://www.ehs.uconn.edu/information/mission.php