

**Provost Office Internship
Analysis and Decision Support for Academic Affairs**

Description:

The Office of the Provost seeks a part-time student intern to carry out internal consulting projects that will provide the Provost's staff with analysis and decision support. The successful candidate will demonstrate strong quantitative analysis skills and the ability to apply these skills to assist with strategic decisions. This is an exciting opportunity for students interested in exploring careers in business analytics, decision support, or management consulting. Students who are interested in higher education administration may also find this an attractive internship, but this career focus is not required.

This position will report to the Vice Provost for Academic Affairs (VPAA). Specific tasks include:

- Work with the VPAA to define the scope of work and the structure of each project. Project topics will vary and may include retention and graduation, budget analysis, student success, and similar topics.
- Gather and analyze relevant data.
- Develop supporting analyses and working models.
- Evaluate outcomes and discuss strategic implications with the VPAA.
- Communicate findings in an effective executive-level presentation to the Provost's staff.
- Outline work process and assumptions in supporting documentation.

Qualifications:

- Demonstrated excellence in quantitative analysis.
- Demonstrated strong communication, teamwork, and information technology skills.
- Graduate student preferred; upper-division undergraduate students with strong academic performance will also be considered.

Compensation:

Estimated 16 to 20 hours per week through May or June 2016, flexible depending on the intern's course schedule. Compensation will be \$15 per hour.

Application Process:

E-mail applications to rhinde@utk.edu by February 1. A complete application includes a cover letter, a resume or curriculum vitae, and an academic history. (Unofficial academic histories printed from my.utk.edu are acceptable.) Letters of recommendation from faculty mentors are encouraged but not required. Select applicants will be invited to interview during the week of February 6th. The selected intern will start the week of February 20th.

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status.

Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity.