Office of University Writing
Undergraduate and Graduate Internship Opportunity

Intern Title: ePortfolio Project Student Intern

Program Preference: English, Communication/Journalism, MTPC, Education, Education & Technology, Higher Education, or others with related interests/experience/skills

Office/Department: Office of University Writing/ Provost Office

Contact Name: Dr. Lesley E. Bartlett, Assistant Director of University Writing

Contact Email: lesley.bartlett@auburn.edu

Contact Phone: (334) 844-7493

Department Website: auburn.edu/eportfolios

Length of Internship: One semester (min.), renewal possible

Position Description:

This position provides the opportunity to work on specific projects for the ePortfolio Project and the Office of University Writing. Project needs vary each year but typically include developing web resources, creating curricular materials, marketing ePortfolios to students and faculty, conducting ePortfolio research, and assisting with the mission of the office.

The successful candidate should have strong writing, organizational, and time management skills. Must be able to work within deadlines, manage multiple assignments, and collaborate effectively with others.

Time commitment:
- Approx. 10 hours per week.
- Position is unpaid but successful performance can lead to a paid internship or an internship with credit focusing on a specific project.

Application Process:
Submit a letter of interest, a c.v. with relevant experience included, a current unofficial transcript, and contact information for three references who can speak to your work habits to lesley.bartlett@auburn.edu with the subject line: ePortfolio Project Internship Application. Please describe a project or topic you are interested in pursuing in your letter of interest.

Review of candidates begins November 1 for spring internships and April 1 for fall internships. Summer internships are also possible. Please contact us to discuss possible summer positions.