

**Office of University Writing  
Undergraduate and Graduate Internship Opportunity**

**Intern Title:** ePortfolio Project Student Intern  
**Program Preference:** We will consider candidates from any disciplinary background as long as their interests and/or career goals align with the work of the Office of University Writing and the ePortfolio Project.

**Office/Department:** Office of University Writing  
**Contact Name:** Heather Stuart, Program Administrator, ePortfolio Project  
**Contact Email:** [hstuart@auburn.edu](mailto:hstuart@auburn.edu)  
**Contact Phone:** (334) 844-7413  
**Office Website:** [www.auburn.edu/eportfolios](http://www.auburn.edu/eportfolios)

**Length of Internship:** One semester, minimum. **Renewal is possible, so this position may not be filled every year.**

<b>Position Description</b>
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The ePortfolio Project Student Intern provides support for the many projects and activities of the ePortfolio Project and the Office of University Writing. Project needs vary each year but typically include developing web resources, creating curricular materials, attending programs and events, and conducting research related to ePortfolios.

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.

Position is unpaid but successful performance can lead to a paid internship or an internship with credit focusing on a specific project.

**Time Commitment:** 5-10 hours/week

**Application Process:** Send a letter of interest and resume with contact information for at least two professional references to [hstuart@auburn.edu](mailto:hstuart@auburn.edu). Please describe a project or topic you are interested in pursuing in your letter of interest. This position is open until filled. Review of applications begins November 1 for spring internships and April 1 for fall internships (when position is not continuing from the previous year). Please contact us to discuss possible summer positions.