The ePortfolio Student Intern provides support for the many projects and activities of the ePortfolio Project and the Office of University Writing. In order to be successful in this position, candidates should have strong writing, organizational, and time management skills. Must be able to work within deadlines, manage multiple assignments, collaborate effectively with others, and work independently.

Responsibilities:
In collaboration with others, students may assist with the following tasks:
- Plan and attend programs and events
- Develop and revise materials to support students and faculty (handouts, videos, web content, etc.)
- Deliver presentations and facilitate workshops for students
- Develop new projects and/or continue existing projects

Internship Commitment and Compensation Information

Time Commitment:
Students are expected to work between 8-10 hours/week for one semester. Weekly schedule will be determined based on student availability during regular business hours. Renewal is possible.

Compensation:
ePortfolio Student Interns will receive an hourly wage of $10. Class credit may also be available.

Application
We invite applicants from any disciplinary background, as long as their interests and/or career goals align with the work of the ePortfolio Project and the Office of University Writing. To apply, send the following information in a single PDF to Megan Haskins at mhaskins@auburn.edu:
- Letter of interest
- Resume/CV
- Contact information for two professional references
- Link to a professional ePortfolio (Drafts or partial ePortfolios are appropriate. For resources, examples, or information about the key parts of an ePortfolio, visit www.auburn.edu/eportfolios.

Deadline
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 previous semester). Contact us to discuss possible summer positions.

Contact Information
Megan Haskins, Program Administrator
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