

Educational Programs | Internship

Overview

The Educational Programs team's main focus is overseeing the Internship and Graduate Assistantship Program. A dedicated two-person program staff, supported by an intern, ensures that the Carter Center's internship and graduate assistantship program upholds its integrity throughout the selection process, supports the incoming interns and graduate assistants during orientation, and fosters professional development through a variety of learning opportunities.

Educational Programs also handles all recruitment and outreach for the program, including representing The Carter Center at career fairs and maintaining an intern alumni database. Each session, Educational Programs conducts a series of activities designed to enrich the intern and graduate assistantship experience and build community amongst the group. These include an excursion to Plains, Georgia (home of the Carters), a weekly networking event, and a speaker series with senior leaders.

This role offers valuable career development, networking opportunities, and hands-on experience in program coordination, student engagement, and special projects to advance Educational Programs and The Carter Center. The person in this role will act as a third member of the Educational Programs team and will be encouraged to provide creative ideas to further enhance the internship and graduate assistantship programs. They will also serve as a leader and liaison between the intern cohort and Educational Programs.

This position is ideal for candidates who enjoy making connections with their peers, understand the importance of student development, and are interested in learning how internship programs are run and advanced.

Number of Interns per Semester: 1

Expected Projects:

The intern will gain communication, leadership, and program management experience by:

- Acting as a point of contact via email for student inquiries about the internship and application process
- Assisting with the intern and graduate assistant selection process
- Creating a weekly newsletter for interns and graduate assistants
- Compiling internship statistics and creating professional reports
- Fostering community among the interns and graduate assistants by planning and executing professional development and bonding events
- Assisting with campus recruitment events



- Writing and distributing content for alumni communications
- Assisting with the planning and implementation of the intern and graduate assistant trip to Plains, GA

Preferred Qualifications

- Interest in careers in program management, higher education/student affairs, and/or early career coordination
- Creative, organized, and adaptable
- Strong attention to detail
- Strong written and verbal communication skills
- Strong time management skills
- Marketing and event planning experience
- Leadership experience
- Possesses an understanding of undergraduate and graduate students and has a desire to engage with them
- Interest in the work of Educational Programs, in addition to the overall vision of The Carter Center
- Strong academic record