



2020-21 Presidential Scholars Position Announcement

The Presidential Scholars serve a one year appointment and provide a wide range of professional functions for UNC General Administration. With access to high ranking university officials, scholars have the opportunity to explore and understand the inner workings of an institution that has transformed North Carolina's economy and is critical to our state's future. Largely self-directed, this position lends itself to December 2019 or May 2020 graduates of an UNC System undergraduate baccalaureate program who are motivated, intellectually curious, and not afraid to take risks. The position will have regular interaction with senior leadership and members of the Board of Governors and will work to research, write, and implement policy. While there are daily responsibilities, Presidential Scholars are frequently presented with unique opportunities.

This is a temporary position and the only benefit you may be eligible for is a High Deductible Health Plan. The salary for the position is \$18 per hour, 40 hours per week.

Knowledge, Skills and Abilities:

- Strong project management or organizational skills
- Research, editing, and proofreading skills
- Ability to work as a team where ongoing collaboration is a must
- Ability to handle multiple projects
- Relationship-building skills conducive to building working relationships with UNC General Administration staff, as well as 17 campuses and affiliated organizations
- Ability to contribute individually and participate in cross-functional teams
- Strong interpersonal communication skills
- Proficiency with Microsoft Office
- Ability to perform clerical duties, such as answering the phone, filing, copying, handling calendars, scheduling appointments, etc.

Minimum Requirements:

Presidential Scholars must be a recipient of a December 2019 or May 2020 baccalaureate degree from a constituent institution within the University of North Carolina.

Prefer: Graduates with an interest in policy, higher education, finance, economic development, and the future of North Carolina.

To apply for this program, complete the [online application](#) no later than **January 28, 2020**. You will also need to upload **your resume, cover letter, unofficial transcript and letter of recommendation when completing the online application**. If you have any questions about the program or application process, contact Ms. Kimberly Mitchell, Director for Student Development and UNC ASG Advisor, at presinterns@northcarolina.edu. Interviews for the finalists will take place in February with an anticipated start date of July 2020.