



Position Description

Position Title:	Intern	Date (Month/Year):	August 9, 2017
Department/Initiative:	CGI University	Manager Approval:	
Site Location:	NY Midtown	Budget Owner Approval:	
Job Level:	Choose an item.	FLSA Status (US Only):	Non-Exempt
Approvals:	<input type="checkbox"/> Initiative Head	<input type="checkbox"/> CHRO	<input type="checkbox"/> Executive VP <input type="checkbox"/> CEO

JOB SUMMARY

Describe the primary purpose of this position, including scope and impact.

The Clinton Foundation is seeking an intern for the Clinton Global Initiative University (CGI U), which brings together young leaders from around the world to develop innovative solutions to pressing global challenges. This person will provide assistance to both the External Affairs and Programs teams.

This position provides broad support to the CGI U platform, including general student and university communication, data management, application processing, and content creation. The CGI U Summer 2019 Intern must also become familiar with the broader operations of CGI U as both an organization and an event and be willing to help out on miscellaneous projects should they arise.

ESSENTIAL FUNCTIONS

Primary accountability for specific functions and results. List by order of importance. Minimum % per function 10%

Rank	Describe Essential Functions	Approx. % of Time
1.	<u>Student and University Outreach</u> <ul style="list-style-type: none"> • Researches relevant contacts and stakeholders at universities and youth organizations that could share CGI U opportunities within their respective networks • Conducts high-touch outreach to assigned institutions • Maintains accurate, up-to-date data and tracking mechanisms for team-wide outreach processes • Assists the Deputy Director, External Affairs in recruitment of University Network members • Assists the Outreach Associate in Campus Representatives coordination 	40%
2.	<u>Admissions and Selection</u> <ul style="list-style-type: none"> • Provides administrative support in the dissemination of background documents and materials to be sent to CGI U attendees • Coordinates and tracks student invitation and response data, and serves as the key coordinator for student data accuracy • Assists the Outreach Associate in tracking student invitation and response data 	30%
3.	<u>Content Generation</u> <ul style="list-style-type: none"> • Assists the Community Engagement Manager in preparing content for communication channels • Conducts relevant research on potential speakers and organizations for the CGI U Programs team 	30%

	<ul style="list-style-type: none"> • Supports the development of a range of research projects, including assessing the impact of CGI U’s work and relevant social entrepreneurship forums and conferences • Assists Commitment Manager with writing commitment and progress summaries • Assists with preparing CGI U commitments data for internal and external distribution and analysis 		
4.			
5.			
Total must equal 100%		100%	
ADDITIONAL RESPONSIBILITIES AND OCCASIONAL DUTIES			
<ul style="list-style-type: none"> • Other duties as assigned. • 			
SUPERVISORY RESPONSIBILITY			
Positions Reporting to This Position			
Authority that can be exercised in this position:	Primary	Shared	N/A
• Hiring/Firing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Approving Expenditures	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Ability to Promote or Affect Subordinate Salary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Changing Operating Practices	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Changing Subordinate Job Assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Setting Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
QUALIFICATIONS			
1. Education (Minimum Needed and Type of Degree Needed):			
<ul style="list-style-type: none"> • Minimum Required: HS Diploma; Current students in an accredited college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate. Major course of study will vary. 			
2. Work Experience (Minimum Needed):			
Minimum Required: N/A			
3. Specialized Knowledge Needed for Performance of Job:			
Working knowledge of the broader non-profit and higher education sectors is preferred but not required			
4. Skills (e.g. Level of Judgment Required, Ability to Direct, Work Independently, Multi-Task, etc.):			
Flexibility to work with individuals with varying work styles; strong attention to detail required, ability to prioritize and manage multiple time-sensitive projects simultaneously			
5. Special Skills (Technical or Advanced)			
Proficient in Word, Excel and Power Point			

6. Other (Communication Skills, Mechanical Aptitude, Math Skills, Learning Skills, or Other Specific Skills Required):
Multi-tasking, Listening, Verbal and Written Communication skills, Energy Level, Teamwork, People Skills

7. Additional Comments

- Enter comment or select from list
- Enter comment or select from list
- Enter comment or select from list

ESSENTIAL PHYSICAL DEMANDS (DELETE ANY THAT DO NOT APPLY)
Occasional (0-35%) / Frequent (36-65%) / Constant (66-100%):

- Office Environment: Constant computer work requiring repetitive motion, prolonged sitting and sustained visual/mental demands. Occasional lifting, bending, pulling, collating, and filing, some of which may be heavy (>15 lbs.) and require use of carts.
- Choose an item.

ADMINISTRATIVE DATA

Position Specifications	Yes	No
Is the position's primary duty managing the Foundation, an Initiative or Department, or a subdivision of an Initiative or Department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does it regularly direct the work of at least two or more other full-time employees?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does it have the authority to hire or fire employees? Are its recommendations on hiring, firing, advancement, promotion or the like given particular weight?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the position's primary duty performing office or non-manual work directly related to the management or general business operations of the Foundation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does it include the exercise of discretion and independent judgment with respect to matters of significance? (Note: simply making or losing money is not considered adequate.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the position's primary duty work that requiring advanced knowledge? (i.e. is predominantly intellectual and requires consistent exercise of discretion and judgment.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does this knowledge require a prolonged course of specialized intellectual instruction? (Note: having an advanced degree doesn't signify – it must be <i>required</i> for the role.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the position's primary duty work requiring invention, imagination, originality or talent in a recognized field of creative endeavor? (Only applicable in Communications group)	<input type="checkbox"/>	<input checked="" type="checkbox"/>