



Vice Chancellor for Planning, Budget & Administration Distinguished Internship Program

The office of the Vice Chancellor for Planning, Budget & Administration (VCPBA) in partnership with the Graduate School of Education (GSOE) has an exciting internship opportunity for graduate students in the GSOE M.Ed. program interested in working in one of the VCPBA fast-paced units.

The VCPBA Distinguished Internship Program will immerse talented and highly motivated GSOE interns into our units, preparing them for careers and future leadership responsibilities as they make the transition from the classroom to the workplace.

This is an unpaid 8-10 week internship.

The Distinguished Internship Program offers the following benefits:

- Work on exciting special projects utilizing and developing new skills
- Learn about higher education administration
- Explore career interests
- Access to career coaching/professional development with VCPBA leadership
- Mentorship opportunity with VCPBA leadership

Requirements:

- Must be a current graduate-level student in the M.Ed. program
- Must be in good academic standing 3.0 GPA and above
- **Must apply with a resume and cover letter**
- Available at least 15 hours per week (schedule to be determined with supervisor)
- Final selection is contingent upon successful completion of a background investigation

Internship duties may include but are not limited to (duties vary depending on the unit the internship is in):

- Review, assess and analyze current policies and procedures related to specific unit
- Develop and produce reports to measure the performance of processes, models, and strategies
- Perform data analysis to solve business problems and drive decisions
- Create reports regarding key performance indicators (KPIs)
- Research, gather and analyze data to create PowerPoint presentations, reports, communications, correspondence, etc.
- Perform data entry and analysis
- Coordinate meetings, agendas, and communication for working groups and committees
- Event support, setup, and cleanup
- Assist with drafting agreements and contracts
- Other special projects and administrative/operational support duties as assigned

Please see the next page for additional information.



About the UCR Planning, Budget & Administration (VCPBA) Organization:

VCPBA contributes to the university's mission by promoting student success, and enhancing the lives of our students, faculty and staff by providing innovative, cost effective, reliable, and vital operational and administrative services for our campus community. By providing institution-wide leadership for capital and financial planning, budgeting, accounting and reporting; promoting stewardship of university resources and assets; ensuring public safety on and around campus; maintaining appropriate risk management controls; maintaining and enhancing university buildings and grounds; attracting, retaining, and developing inspiring university employees; providing our students with safe, convenient, student responsive housing and dining options and delivering other mission critical auxiliary and business support services, Planning Budget & Administration endeavors every day to create a sustainable future for our university and the greater Riverside Community while meeting budget challenges.

Unit	Unit Description
Environmental Health & Safety:	The mission of EH&S is to provide leadership and services that enhance the research and educational process by integrating health, safety and environmental health and risk management practices into the campus culture and activities.
Human Resources:	Human Resources provides HR leadership and expertise to create and support a high performing, inclusive workplace which advance UCR's mission and strategic objectives.
Institutional Research:	Institutional Research supports UC Riverside with data analysis and reports designed to inform campus strategic planning and decision-making. They are the source of official statistics for the university related to students, faculty, and staff.
Planning, Design & Construction:	The Mission of PD&C is balanced between the responsibilities for the planning and design of the campus and the management of construction in a way that respects the overall vision of the Physical Design Framework and embodies a cohesive environment that is distinctly UCR.
R'Shared Service Center (R'SSC):	As a service organization, the R'SSC performs high-quality routine payroll, financial, and administrative transactional services. We are committed to providing a premier service experience for all clients that consistently exceeds their standards of service, quality, value and excellence.
Sustainability:	The Office of Sustainability supports UCR's commitment to environmental and social sustainability by providing guidance for campus operations, academic endeavors, and service activities.



For more information on the VCPBA organization and its units please visit: <https://vcpb.ucr.edu/>

For more information, about the internship please contact Milly Paredez in VCPBA at milly.paredez@ucr.edu

For more information about the academic requirements of the internship, please contact:

M.Ed.

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