

Operations Internship – 2019-20

University of Wisconsin Hillel Foundation

Hillel offers semester or year-long internship opportunities for outstanding college students at the University of Wisconsin-Madison. Through these *paid* positions, students gain a unique opportunity to affect many aspects of Jewish life on campus while receiving professional learning experiences. The Operations interns help make things run smoothly for others--from the moment they enter!

Click: tinyurl.com/uwhillelintern or email Aaron aseligman@uwhillel.org with any questions.

Description: Operations internships are for the student who is excited to work behind the scenes at Hillel, ensuring our non-profit runs smoothly. You have a critical eye – proofreading documents for mistakes, scanning lists for duplicates, and looking to see what needs restocking or reordering. You'll work on different projects supporting our strategic organizational needs, from our big fundraising efforts to day-to-day administrative tasks. You will work in our office helping to answer the phone and be the first point of contact for new guests, ensuring the space is always warm and inviting.

Schedules for Operations Interns

- **Weekly set schedule:** work a regular set schedule at Hillel, set around normal school schedules
- **Mentorship Meetings:** schedule and attend two mentorship meetings per month with their mentor.

You'll be successful if: you can commit to at least 6 hours per week of regularly scheduled hours in the office, you can execute on assigned tasks efficiently, are a clear communicator, you pay close attention to detail and carry yourself professionally.

Ideal Candidate Profile: You're excited at the opportunity to be a key player at UW Hillel, you're reliable and have excellent phone etiquette, you don't mind working on repetitive tasks or wide variety of different projects and feel proud you're responsible for making sure our space is ready for our next event. You work well on teams, and are willing to speak up when you have an idea about how to make our non-profit organization run even better.

Requirements: In addition to greeting people and completing projects as part of the Operations internship, you will be part of Hillel's Intern cohort. This will include:

- Attending a fall leadership retreat (date TBD during the summer)
- Participating in weekly meetings with other interns and Hillel Staff
- Hosting/helping host Hillel programs, including Shabbat dinners

Benefits: In addition to the opportunity to connection, build, and shape your community on campus, you will receive:

- Regular professional development trainings and mentoring
- Knowledge of how a nonprofit organization that is part of an international network
- Free coffee (and some meals) from Adamah Café
- A reliable reference/recommender for jobs/scholarships
- An hourly wage
- Opportunity to earn academic credit and/or a [leadership certificate](#)