Training and Development Intern

The Training and Development Intern will work on special projects and event planning in preparation for the 2020-2021 academic year.

Job Qualifications

Required

- Be at least 18 years of age
- Have First Aid/CPR certifications (by first day of employment)
- Submit to criminal background check
- Experience working in recreation department and/or related field
- Possess effective interpersonal skills and a strong desire to learn
- Be willing to work variable and extended hours
- Be legally allowed to work in the United States

Preferred

- Experience in student development
- Event planning and management
- Strong public speaking abilities
- Understanding of risk management protocols, procedures and assessment

Job Expectations

- Utilize Articulate to create online trainings for enhanced on boarding process and other compliance requirements.
- Overhaul our New Employee Orientation - introduce and define core concepts online to working with Recreation and then focus on skill development in person. Topics will focus on Customer service, communication, values, and inclusion and diversity.
- Assist with the planning of Recreation’s All Staff Training. Plan logistics for conference style training including presentation status, coordinating practice sessions, and other logistical needs.
- Business Processes Streamline - help move business processes online to streamline our workflows and increase accountability.

Pay Rate

Each intern will be paid $350/biweekly, plus a full University Housing and Dining plan (the housing and meal package is estimated at $3,800 and is treated as taxable income by the IRS).

Apply and Contact:

To apply, please complete the application found at www.recreation.ucla.edu/summerinternships.

Please direct any questions about this position to Chett Miller at cmiller@recreation.ucla.edu.