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# Cary Center

for the Advancement of Philanthropy and Nonprofit Studies

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## **Undergraduate Teaching Assistant (UTA) Gender, Wealth and Philanthropy (CADS 3700/3707)** (1 position)

The Cary Center seeks a dynamic, self-starter to serve as the Undergraduate Teaching Assistant for the Instructor in Gender, Wealth and Philanthropy (CADS 3700/3707) who also serves as the current Drummond Thorne Stukes Executive Director for the Cary Center for the Advancement of Philanthropy and Nonprofit Studies. This experience can be for course credit as agreed upon by the instructor and student.

### **Responsibilities:**

- ◆ Assist instructor in Gender, Wealth and Philanthropy (CADS 3700/3707) and in so doing, gain knowledge of management, program development, marketing, risk management, strategic planning, personal finances, wealth stewardship and philanthropy.
- ◆ The UTA will be expected to attend all classes throughout the semester as well as keep designated office hours.
- ◆ Develop and aid in the creation of course materials, organize class materials for each lecture, manage class rolls throughout the semester, prepare speaker bios, create marketing materials for the Philanthropy and Nonprofit Minor, and coordinate assignment distribution.
- ◆ Provide classroom and breakout session assistance for the instructor and conduct a life folio and retirement planning workshop for the class.
- ◆ Prepare, track and interpret program and course data for a variety of Cary Center reports.
- ◆ Conduct benchmarking and other comparison studies as deemed appropriate by the instructor.

**Qualifications:**

- ◆ Must have successfully completed Gender, Wealth and Philanthropy (CADS 3700/3707).
- ◆ Must be computer literate (working knowledge of Word, PowerPoint, Publisher and Excel). Proficiency in Adobe InDesign, Photoshop, Illustrator, and Dreamweaver highly desired.
- ◆ Must bring personal laptop with Wi-Fi capabilities to office setting in order to complete required daily work assignments.
- ◆ Excellent written and oral communication skills.
- ◆ Ability to communicate in a professional manner with a variety of constituents.
- ◆ Self-motivated, good organizational skills, professional appearance, detail-oriented, ability to prioritize, multi-task, and meet deadlines.
- ◆ Strong creativity, flexibility and adaptability.
- ◆ Enthusiasm for the mission of the Cary Center, the Philanthropy and Nonprofit Studies and its programs.
- ◆ Must have reliable transportation to and from the Cary Center on North College Street in Auburn.
- ◆ Must be able to lift 10-15 lbs box and transport up stairs.
- ◆ Business attire required.

**Internship Requirements:**

- ◆ Internships must be planned and established within the deadline(s) stated on the application.
- ◆ All internships require a full semester commitment.
- ◆ Applicants must be highly organized, detail oriented, reliable and well groomed.
- ◆ Interns are expected to attend all Cary Center events and programs and to provide assistance for these events.
- ◆ An internship requires a written agreement between you and your onsite supervisor at the Cary Center. The agreement will include a detailed description of your responsibilities and a performance evaluation form.

**Hours:** 15 - 20 hours/week

**Compensation:** This is an **unpaid** internship.

**To Apply:** Please send a cover letter, resume, references and completed application to [carycenter@auburn.edu](mailto:carycenter@auburn.edu).