



## Office of the Provost

Applications are still being accepted until Friday, April 22, 2022, for the [summer micro-internship program in higher-education](#). This is an excellent opportunity to acquire valuable university administrative experience and explore a new career pathway!

One of the Summer 2021 internship participants commented that the program helped them to "...get in touch with a wider network of professional people in different fields which I believe would be very helpful for my future job search and/or further recommendations."

Dear PhD Students and Graduates,

Are you interested in exploring your PhD career options? In response to the growing trend of PhD graduates in higher education careers other than faculty positions, the Office of the Provost – Graduate Studies offers a [summer micro-internship program in higher education](#) for University of Pittsburgh PhD students.

This program places eligible PhD students in units at Pitt and other local universities for a 10-week period beginning in June 2022. The internships require a time commitment of 8 hours per week and provide participants a stipend of \$1,600. By contributing to a defined project, participants will leverage and learn new professional skills, develop a deeper understanding of higher education administration and policy, and gain exposure to a potential career field. The program also includes weekly professional development programming to support PhD students' career exploration and preparation.

All PhD students who have passed their doctoral comprehensive exams are eligible to apply. Additionally, December 2021 and April 2022 graduates of Pitt PhD programs may also apply.

To apply, please submit an email with the following information to [graduate@pitt.edu](mailto:graduate@pitt.edu) by April 22, 2022:

1. Your name and preferred pronouns
2. Your degree program and school

3. The date you passed your doctoral comprehensive exam or your graduation date
4. Your advisor's name and email
5. Please indicate if you have limitations which require the internship to be fully virtual. (Please note that we will do our best to accommodate students who require a virtual placement but are not sure of how many virtual placements we will have to offer).
6. Please indicate if you are an international student on an F-1 Visa.
7. A ranking of your internship interest areas from highest (1) to lowest (5):
  - Student/Education Initiative
  - Administrative Initiative (including communications or community relations)
  - Research Enterprise/Infrastructure
  - Policy Development/Implementation
  - Community Engagement/Research Practice Partnership
8. (Attachment) A statement of no more than 500 words that includes:
  - Your interest in learning about and potentially pursuing a career in higher education beyond a faculty position
  - What you hope to gain from the internship experience
9. (Attachment) A condensed CV/resume of no more than 2 pages

Applicants will be notified of their acceptance into the program by May 13, 2022. The program will then match students to internship opportunities based on materials submitted. Interns are required to complete the internship and all the associated professional development. Note that to be eligible you must have passed your doctoral comprehensive exam before you submit the application. Additionally, if you hold a fellowship or summer appointment as a GSR/GSA/TA/TF, your advisor will need to approve your participation in the internship.

If you have questions, please feel free to reach out to Dr. Linda DeAngelo, Program Coordinator, at [deangelo@pitt.edu](mailto:deangelo@pitt.edu).

Hail to Pitt!

Amanda J. Godley  
Vice Provost for Graduate Studies  
[Website](#)  
[E-mail](#)  
[Twitter](#)  
[Facebook](#)