Creating a Research Administration Internship Program

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Research administration is an underrepresented field in the job world. This is a professional field, with employee groups, networks, and certifications, and a viable career path. Skills that translate to sectors and careers beyond RA. Internship programs raise awareness by introducing students to the profession. Also, makes students think about Research Administration as a career upon graduation. Develop employees for the future-ready to step in and perform day 1 upon graduation.

Valuable Recruitment Tool

- Sponsored projects offices are conducive to internship programs
- Three areas
  - Pre-award
  - Contract Negotiations
  - Post-Award
- Mentoring and shadowing, task specialization, projects
- Summertime-fall

Natural Fit
Mutually Beneficial

- Outreach - allows sponsored projects office to have a presence on campus.
- Teach valuable real-world skills to students of your institution.
- Increase efficiency through specialization.
- Fill in the gap between student workers and entry level employees - highly skilled student labor.
- Tackle Special Projects to improve function.
- Overall: Student gets experience to put on the resume, you get labor that will benefit the entire company.

Creating the Program

- Resources are limited - identify the best places for recruitment (departments, schools, etc).
- Graduate students provide a level of labor that is higher than any student worker.
- Offer a salary if possible (helps with recruitment).
- More than getting coffee and delivering mail.
- Opportunity to create / re-tool a training program.
- Identify tasks that can be executed by interns.
- Identify special projects that main staff are too busy to commit to.
- Timeline - think summer.

Self-Sustainability

- Ideal situation is for the program to be self-sustaining.
- Recruitment and Benefits provided.
- Recruitment / setup takes a heavy initial investment.
- Intern -> Part time employee -> Full time.
- Increase of presence, students will look for this internship.
- Interns return as fully trained employees ready to contribute on day 1 (tell others about internship).
- Benefits - program pays for itself.
  - Skilled labor at a lower cost.
  - Increase the overall efficiency both directly and indirectly.