

2013-2014 UC Irvine School of Social Ecology Internship Application

Interested in working for Social Ecology Student Services? We offer two types of internships for undergraduates: Administrative and Field Study, both offered for one full academic year.

Job Descriptions

Administrative Internship:

- Areas of responsibility include marketing, event coordinating, programming for and presenting career workshops, career nights and alumni graduate panels.
- Intern creates *The Social Ecology Exclusive* quarterly newsletter which includes writing articles, as well as soliciting from faculty and campus partners
- Opportunity to work closely with Student Services staff
- Past projects include creating Social Ecology workshops and career information and campus involvement opportunities handouts
- Work at least 10 hours a week and earn 4 units of 198 credits each quarter

Field Study Internship:

- Areas of responsibility may include one or more of the following depending on program needs and student interests: event coordination, program evaluation, marketing and public relations, authoring newsletter articles, developing or enhancing program materials, and developing and/or presenting workshops and presentations, creating reports, and data analysis.
 - Planning and coordinating quarterly Field Study Meet and Greets
 - Opportunity to shadow the field study director on site visits and other campus and community meetings.
 - Create a project that will help improve and be beneficial to the Field Study Program
 - Past projects have included developing and implementing field study focus groups, conceiving and implementing field study community partner spotlights, and creating a new class that helps prepare students for Field Study.
 - Work 10 hours a week and earn 4 units of 198 credits each quarter.
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Requirements

- Must be a declared major in the School of Social Ecology
- Have and maintain a cumulative GPA of a 2.5
- Commit to one full academic year
- Commit to 10 hours a week and attend in all program events

Benefits

- Receive 4 units of Social Ecology 198 each quarter
- Experience with working with the Office of Student Services Staff
- Opportunity to see and coordinate events for the School of Social Ecology
- Help improve and create new programs for the School of Social Ecology

What are we looking for in an Intern?

- Lots of creativity!
 - Experience working independently and with a team
 - Strong interpersonal skills to communicate with students, staff, and faculty.
 - Public speaking experience for presentation, events, workshops, etc.
 - Ability to maintain confidentiality when working in a student driven environment.
 - Proofreading skills to prepare documents.
 - Knowledge of Microsoft Office (e.g. Word, Access, Excel, Publisher, PowerPoint)
 - Organization and flexibility to prioritize duties assigned
 - Ability to handle difficult situations diplomatically
 - Preference given to candidates with video production and editing experience (for Field Study Internship)
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Be sure to carefully read and answer each question as incomplete applications will not be considered for review. **In order to be eligible to apply you must be a declared major in the School of Social Ecology and have a cumulative GPA of at least 2.5 and please attach your resume. DUE Friday of Week 5 (5/3) by 5 P.M. in 102 Social Ecology 1**

Please print out this application and complete it with blue or black ink.

First Name: _____

Last Name: _____

UCI E-mail: _____

Student ID#: _____

Contact Phone Number: _____

Cumulative GPA: _____

Major (s): _____

Minor(s): _____

Year: 1 2 3 4 5+

Why are you interested in applying for the School of Social Ecology Internship?

What would you like to get out of this internship?

What recommendations do you have for improvements for Social Ecology Student Services?

What qualities do you have that make you a good fit for this internship?

What are your future educational and/or career goals?

What are your past involvements on campus?

What commitments do you have planned for the 2013-2014 academic year? Please list your participation (anticipated and/or confirmed) in all on and off campus activities.

How did you hear about this position?

References (Please include at least one work related or UCI faculty, staff or administrator)

Name: _____ Name: _____
Phone: _____ Phone: _____
E-mail: _____ E-mail: _____
Position/Relationship: _____ Position/Relationship: _____

Applications are due **Friday May 3, 2013 by 5 P.M. (Week 5)**

Bring completed application with resume to the

Office of Student Services

102 Social Ecology 1

If you are selected for an interview, it will take place **Weeks 6-8**

Questions? E-mail us at seintern@uci.edu

