

APPLICATION PRESIDENTIAL INTERNSHIP IN HIGHER EDUCATION LEADERSHIP 2019-2020

The University of Utah's prestigious Presidential Internship in Higher Education Leadership, housed in the Office of the President, provides undergraduate students from diverse fields and backgrounds the opportunity to learn from and collaborate with President Ruth Watkins and other university administrators. This unique experience offers an insider's look into the nuances and complexities of higher education. Through regular seminars and working alongside members of the administration, students learn about and engage in the challenges and opportunities facing the University, as well as American higher education in general. Students gain practical knowledge and skills that enrich their academic and social experiences, while also honing leadership skills and building a professional network. Since its inception in 1992, more than 150 students have participated in the Presidential Internship Program. For many, the experience was a catalyst to a career in higher education. Others have gone on to leadership and career opportunities in public administration, nonprofit organizations, business, civic and public service.

The Presidential Interns help to staff senior administrative offices and work on strategic projects designed to help advance the goals of the university, act as student representatives at various university functions and events, and attend weekly higher education leadership seminars hosted by executive leaders from the campus and larger community. In turn, the university administration benefits from student insight, perspective and collaboration in helping shape the exceptional educational experience at the University of Utah.

To qualify for this internship, a student must:

1. Exhibit an interest in higher education, the University of Utah and its larger community.
2. Be committed to university-related and service-oriented work.
3. Have experience working as a member of a group in order to meet specified goals.
4. Have academic standing as a sophomore, junior, or senior by the end of Spring Semester 2019.
5. Have completed at least one academic year as a University of Utah student.
6. Have a minimum 3.25 cumulative University of Utah GPA by the end of Fall Semester 2018.
7. Make a commitment to the internship from August 2019 to May 2020.
8. Commit to working on average 10-12 hours per week.
9. Commit to attend a weekly meeting on Wednesdays from 2-4 pm. One hour will be the cohort meeting, another will likely be a one hour seminar with University and community leaders.

Applications must be hand delivered to the Office of the President, Room 208 of the Park Building or emailed to brynn.fronk@utah.edu no later than 5 p.m. on Friday, March 8, 2019.

Finalists will be contacted to set up an interview no later than Friday, March 22, 2019; final decisions will be made by the first week of April.

Presidential Internship in Higher Education Leadership
MAJOR COMPONENTS OF INTERNSHIP PROGRAM

- **Orientation:** (mandatory to accepting a position as a presidential intern)
Scheduled on Friday, August 16th, 2019 from 9 a.m. to 5 p.m.
- **Weekly Meeting:** (commitment to attend is mandatory to accepting a position as a presidential intern)
every Wednesday between 2:00 p.m. and 4:00 p.m during the fall 2019 and spring 2020 semesters.
- **Office Work:** Interns staff senior leadership offices, providing administrative support and work on special projects.
- **Academic-Year-Long Seminar on Higher Education and Leadership:**
(One hour sessions on a Wednesday between 2 p.m. and 4 p.m.)
 1. Interns are required to attend weekly seminars. The seminars will focus on leadership, higher education, current societal issues, University of Utah organizations, community engagement and salient local and national trends.
 2. The responsibility for organizing program rests with the lead interns selected from the previous year's cohort. The lead interns work closely with the program director to plan the seminars including setting each semester long agenda and selecting speakers.
- **Hosting/Working Presidential Events:**
 1. Interns will assist the Office of the President at events hosted by the President at her home and elsewhere on campus (taking coats, assisting guests with special needs, representing the student body, etc.).
 2. Attend selected receptions and events as student representatives.
 3. Co-hosting guests in the President's Suite in Rice-Eccles Stadium for football games.
- **Higher Education Seminar**
 1. Interns will attend a higher education seminar over a long weekend, likely at another PAC-12 institution, in the fall semester to learn from a peer institution. Exact date and location to be determined.

APPLICATION
2019-2020 Presidential Internship in Higher Education Leadership

Note: The application must be keystroked. Please complete all available fields and print a copy to submit. This application will take approximately 30 minutes to complete.

Full Name

High School Attended/Graduation Date

Address

Institutions Attended/Date

Phone Number

Anticipated Graduation Date

Student uNID

Major

E-mail Address

Cumulative GPA (including Fall Semester 2018)

Birth Date and Place of Origin

How did you learn about the Presidential Internship in Higher Education Leadership?

If selected, what do you hope to gain from the experience?

What unique qualities and/or perspectives can you bring to the intern cohort?

What is your attitude about providing service at University functions, i.e., taking coats, parking cars, salting sidewalks?

Are you comfortable around dogs? If not, please clarify.

Are you bilingual? If so, please list which languages and at what level are you able to communicate?

This program requires the possibility of driving University vehicles. Do you have a valid driver's license? If so, please list your driver's license number and the state in which it was issued.

Have you ever had any traffic violations? If so, please list the offense(s). Your driving record is subject to verification.

Are you available for the entire 2019-2020 academic year (August to May)? If not, please be specific as to when you will be available.

Interns are expected to commit to 10-12 hours per week. Is this amount of time possible for you?

Are you available to help with special events in the evening?

Weekends?

A weekly Intern meeting and the Seminars on Higher Education and Leadership with University and community leaders will be held on **Wednesdays between 2 p.m. and 4 p.m.** through the academic year. You will need enough flexibility in your personal and class schedule to be able to attend these meetings. Will you be willing/able to adjust your weekly calendar in order to attend these specified commitments?

Please make sure *all* pieces of your application are turned in no later than 5 p.m. on March 8, 2019. PLEASE SEE THE FOLLOWING ADDITIONAL REQUIREMENTS THAT MUST BE SUBMITTED WITH YOUR APPLICATIONS:

1. **A current resume** (no more than 2 pages) detailing:
 - a. Work experience
 - b. Campus activities (both academic and co-curricular) and responsibilities held at the University of Utah or any other institution of higher education you have attended.
 - c. Community activities and responsibilities held in relation to those activities.
 - d. Honors and awards you have received while attending The University of Utah, other institutions of higher education, or high school.

2. **A short essay, not to exceed 300 words**, on *one* of the following three topics:
 - a. How do you imagine your unique college experiences will prepare you for a career and community involvement?
 - b. What experiences and/or individual has had the greatest impact on your life, and why, since coming to The University of Utah?
 - c. What is the importance of service to others and how might that relate to a position as a Presidential Intern at The University of Utah?

3. **Two (no more) letters of recommendation** from people (see below) who know you well and can comment on your ability, dependability, and commitment to fulfilling tasks and responsibilities. Please choose someone who can explain to us why you would be a good choice for this particular position. A **Recommendation Form** (two are attached to the application) must accompany each letter:
 - a. One from a member of the University of Utah's teaching faculty who is familiar with your qualifications. Be sure to choose a full-time faculty member and avoid choosing adjuncts, teaching assistants, or graduate students.
 - b. One from another person familiar with your activities and capabilities (supervisor of community service project, student club advisor, employer, etc.) **Letters from friends, family or fellow students WILL NOT be considered.**

**Please return your completed application in person no later than
5 p.m. on Friday March, 8, 2019 to the
Office of the President
Park Building, Room 208
Phone (801) 581-3088
Fax: (801) 581-6892**

NO LATE APPLICATIONS OR LETTERS OF RECOMMENDATION WILL BE ACCEPTED

RECOMMENDATION FORM
2019-2020 PRESIDENTIAL INTERNSHIP IN HIGHER EDUCATION LEADERSHIP

The Presidential Internship in Higher Education Leadership is designed to give undergraduate students from diverse fields and backgrounds the opportunity to collaborate with the University administration on President Watkins' student initiatives. The internship will also provide opportunities to learn about leadership and issues in higher education. In turn, the University administration benefits by seeing and experiencing the student perspective.

The Presidential Internship in Higher Education program is looking for a small, diverse group of individuals who will represent the University of Utah and President Watkins well. Interns will work on campus projects that are aligned with the goals the President has outlined for the University.

Additionally, Presidential Interns have the opportunity of assisting President Watkins and members of her staff at various campus events. Interns will also be involved in planning and attending several seminars designed to examine higher education issues and leadership through readings, discussion, and meetings with University and community leaders.

This form should accompany the recommendation letter.

Applicant name:

I waive I do not waive my right to have access to the completed recommendation form and any attachments.

Applicant Signature

Date

To the Evaluator: Please provide a statement of recommendation in which you share with us your assessment of how this applicant might function in the roles outlined about an how you perceive the applicant will contribute to and/or benefit from participation in this internship. Please include your view of the applicant's specific strengths as well as your assessment of his/her personal initiative, attitude, judgment, independent thinking, commitment, responsibility, communication skills, and ability to work as part of a team.

Evaluator Name

Position/Title

Evaluator Signature

Date

In order for this student's application to be considered for the internship, this recommendation form and accompanying letter of recommendation must be mailed, emailed, or faxed to the following address or fax number in time to be received no later than 5:00 p.m. on Friday March 8th, 2019

Office of the President
201 Presidents Circle, Room 208
Salt Lake City, UT 84112
Phone: (801) 581-3088 Fax: 581-6892
Email Address: presidential-interns@utah.edu

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