The University of Utah Office of the President’s Presidential Internship in Higher Education Leadership program provides undergraduate students from diverse fields and backgrounds the opportunity to learn from and collaborate with President Ruth Watkins and other senior university administrators. This substantive and unique experience offers an inside look into the nuances and complexities of the higher education sector. Through weekly leadership seminars and working in senior administrative offices, presidential interns learn about and engage in the distinct opportunities and challenges facing universities and colleges in the 21st century.

Presidential interns gain professional skills and practical knowledge that enrich their academic and social experiences, while also honing leadership skills and building a comprehensive network. Since its inception in 1992, more than 150 students have participated in the Presidential Internship Program and most have gone on to serve in various leadership roles in higher education, nonprofits, business and public service.

The Presidential Interns 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 campus and the larger Salt Lake community. In turn, the University administration benefits from presidential interns’ 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 community.
2. Be committed to University-related, 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 2020.
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 2019.
8. Commit to working a maximum of 10-12 hours per week.
9. Commit to attend a weekly meeting on Wednesdays from 3-5 pm. One hour will be the cohort meeting, the other hour is a one hour seminar with a University or community leader.
Applications must be delivered by hand to the Office of the President, Room 203 of the Park Building no later than 5 p.m. on Friday, March 6, 2020. Letters of Recommendation can be mailed to the office or emailed to president@utah.edu. Finalists will be contacted to set up an interview no later than March 24, 2020; final decisions will be made and applicants will be notified no later than the first week of April.

PRESIDENTIAL INTERNSHIP PROGRAM DESIGN:

- **Orientation:** (mandatory to accepting a position as a Presidential Intern)
  Scheduled on Friday, August 21st, 2020 from 9 a.m. to 5 p.m.

- **Weekly Meeting:** (commitment to attend is mandatory to accepting a position as a Presidential Intern) Scheduled every Wednesday from 3:00 p.m. to 5:00 p.m.

- **Staffing Work:** Interns work approximately 5 hours per week in the Park Building front desk, President’s Office, and/or in a senior administrative office, in addition to helping with administrative tasks and work on special projects.

- **Academic-Year-Long Seminar on Higher Education and Leadership:** (One hour sessions on a Wednesday between 3 p.m. and 5 p.m.)
  1. Interns will attend weekly seminars which focus on higher education, leadership, issues and organization internal to the University of Utah, in contrast with issues and organization externally related to the University – in particular, current state issues and national trends in the higher education sphere.
  2. The responsibility for organizing the program rests with the Lead Interns. They will work closely with the Program Advisor to plan the seminar including setting each semester long agenda and selecting speakers.

- **Hosting 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, etc.)
  2. Attending as guests at select receptions and events.
  3. Co-hosting guests in the President’s Suite in Rice-Eccles Stadium for home football games.

Two lead interns selected from the previous year’s cohort will help facilitate and coordinate the Presidential Internship.
2020-2021 Presidential Intern in Higher Education Leadership Application

Full name:

Address:

Phone number:

Student uNID:

Email address:

Birth date and place of origin:

High School attended/graduation date:

Educational Institutions attended/date:

Anticipated graduation date:

Major(s):

Cumulative GPA (including Fall 2019):

How did you learn about the Presidential Internship in Higher Education?
If selected for this opportunity, what do you hope to gain from the experience?

What experience at the University of Utah has contributed most to your personal growth?

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

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

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

Are you available for the entire 2020-2021 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?

Weekly Intern meetings and Seminars on Higher Education Leadership with University and community leaders will be held on Wednesdays between 3 p.m. and 5 p.m. through the academic year. You will need enough flexibility in your personal and class schedule to be able to attend these meetings. Are you willing and able to adjust your weekly calendar in order to attend these specified commitments?

PLEASE SUBMIT THE FOLLOWING ADDITIONAL REQUIREMENTS WITH YOUR APPLICATION:

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.)
   c. Letters from friends, family or fellow students WILL NOT be considered.

4. Two to three brief descriptions of project ideas which the 2020-2021 Presidential Interns cohort could potentially take on in an effort to improve the University of Utah. There are no constraints on what these projects might be; however, please keep in mind the feasibility of completing each objective and the ability to generate measurable impacts stemming from completion. Each idea should be elaborated in no more than 150 words.

Please return your completed application in person no later than 5pm on Friday March 6, 2020 to the Office of the President Park Building, Room 203. Letters of Recommendation can be mailed to the office or emailed to president@utah.edu.

Please direct any questions to presidential-interns@utah.edu