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# ILLINI UNION

## ADMINISTRATIVE INTERNSHIP IN THE DIRECTOR'S OFFICE

### POSITION NOTICE

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The mission of the Illini Union is to draw together all members of the University of Illinois community. It is the shared possession of students, faculty, alumni and guests. While each of these groups is important, it is students who are the heart of what the Illini Union is all about. The Illini Union Director's Office provides three students with an opportunity to get an overview of how the Union operates. The internship allows interns the possibility to embark on professional, creative, and challenging assignments. Interns will be given the chance to undertake projects that align with their career goals.

The internship position will be monitored by the Illini Union Director, staff, and faculty affiliates. Interns will be expected to complete several signature projects, related to their interest and the priorities of the Illini Union. Each project will require research, analysis, preparation and planning. At the completion of these projects interns will have to prepare a final presentation. Interns will be given the opportunity to communicate and work with Professional staff on strategic planning for the Illini Union. The overall goal is for interns to have a full understanding of how the Illini Union functions. Interns will also develop skills in planning and organizing projects, working in team environments, meeting deadlines, communication and leadership.

#### QUALIFICATIONS FOR THIS POSITION INCLUDE:

- ◆ **STRONG LEADERSHIP AND INTERPERSONAL SKILLS**
- ◆ **EXCELLENT WRITING AND QUANTITATIVE SKILLS**
- ◆ **HIGH ACADEMIC ACHIEVEMENT (*A MINIMUM GPA OF 2.5/4.0*)**
- ◆ **AVAILABLE TO WORK 15 HOURS PER WEEK**
- ◆ **JUNIOR, SENIOR, OR GRADUATE STUDENT STATUS DURING TERM OF THE INTERNSHIP**
- ◆ **INTERNSHIPS ARE FOR ONE SPRING SEMESTER OR A FULL CALENDAR YEAR**

Three Intern positions are available for the 2010 calendar year.

Training will begin on November 30, 2009.

**Application deadline is [Monday, October 19, 2009 at 12:00 p.m.](#)**

**Applications can be submitted to the  
Illini Union Director's Office in Room 227 Illini Union.**

Questions regarding the Illini Union Internship Program can be directed to  
David Guth at [dcguth@illinois.edu](mailto:dcguth@illinois.edu).

Application is available online at: <http://www.union.uiuc.edu/services/hr/>

Or at the following Illini Union locations:

Director's Office – Room 227, 2/F North

Event Services Desk – Main Level

Student Organization Complex – 2/F South

Illini Union Bookstore – Corner of Wright and Daniel Street

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# ILLINI UNION INTERNSHIP APPLICATION

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All information should be typed in the space provided or  
formatted in a manner similar to the following:

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NAME:

EMAIL ADDRESS:

LOCAL ADDRESS:

LOCAL PHONE:

CELLULAR PHONE:

PERMANENT ADDRESS:

PERMANENT PHONE:

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COLLEGE:

DEPARTMENT/MAJOR:

CUMULATIVE GPA:

ANTICIPATED GRADUATION DATE:

NUMBER OF ACADEMIC HOURS

PLANNED FOR:

SPRING 2010

SUMMER 2010

FALL 2010

ARE YOU INTERESTED IN WORKING THE FULL CALENDAR YEAR?

YES\_\_\_ NO\_\_\_

WERE YOU INVOLVED IN THE ILLINI UNION BOARD?

YES\_\_\_ NO\_\_\_

HOW DID YOU HEAR ABOUT THE POSITION?

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**PROFESSIONAL AND LEADERSHIP HISTORY**

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Please briefly describe the organization or place of employment along with your roles and contributions as a member, officer, or employee. Additional pages may be added to answer any of the following questions.

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**I. ORGANIZATIONAL AND GROUP MEMBERSHIPS**

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**II. LEADERSHIP EXPERIENCES**

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**III. EMPLOYMENT HISTORY**

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**IV. CAREER OBJECTIVES AND GOALS**

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**V. EXPLAIN HOW YOU HAVE APPLIED YOUR ORGANIZATIONAL AND CREATIVE SKILLS AS AN OFFICER OR MEMBER OF AN ORGANIZATION OR IN A JOB SETTING.**

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**VI. WHAT UNIQUE SKILLS AND TALENTS DO YOU BELIEVE YOU WOULD CONTRIBUTE TO THE ILLINI UNION AND THE UNIVERSITY AS AN ILLINI UNION ADMINISTRATIVE INTERN?**

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**VII. WHY ARE YOU INTERESTED IN BECOMING AN ILLINI UNION ADMINISTRATIVE INTERN?**

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**REFERENCES**

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Please indicate three references in the space provided. Faculty, staff, and students may be included in your list of references, but a minimum of at least one faculty or staff member must be listed. Please list address, phone number, email address, and basis of relationship (i.e., job title) for each of your three references.

1.

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**NAME:****RELATIONSHIP:****DAYTIME PHONE:****ADDRESS:****E-MAIL:**

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2.

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**NAME:****RELATIONSHIP:****DAYTIME PHONE:****ADDRESS:****E-MAIL:**

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3.

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**NAME:****RELATIONSHIP:****DAYTIME PHONE:****ADDRESS:****E-MAIL:**

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**SIGNATURE AND TRANSCRIPT RELEASE**

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I hereby certify that all parts of this application are complete and accurate to the best of my knowledge. I release to the Office of the Vice Chancellor for Student Affairs my academic transcript from the University of Illinois.

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**SIGNATURE:****DATE:**

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