Barbara Seaquist Williams Intern
In the Illini Union Office of Volunteer Programs

The Illini Union Office of Volunteer Programs (OVP) works to expand and enhance student participation in community service. This office serves as a resource to students, faculty and staff for volunteer opportunities in the Champaign-Urbana community. Additionally, OVP seeks to enrich the educational experience by fostering collaborative relationships and partnerships within the community. OVP maintains support from the Illini Union and the Office of the Vice Chancellor for Student Affairs.

This internship was established in honor of Barbara Seaquist Williams, a 1949 graduate of the University. She was truly dedicated to volunteerism and the effects and rewards it provided to the University and the community. Barbara served as a volunteer for many programs and events while maintaining a commitment to a number of student organizations.

This position provides the opportunity for a student to work with the Champaign-Urbana community and its ever-changing needs. Because of the unique partnerships OVP has with the community, the intern will experience first-hand the value of those partnerships. The intern will take advantage of mentoring relationships with the Program Advisor of OVP as well as network with other professionals in the field. The intern will participate in projects to develop a climate of civic engagement on campus, which may include taking a leadership role in office outreach to the student community. The intern will be expected to complete a signature project related to service, to the intern’s coursework, major, or other interests, and may require research, analysis, and the planning and preparation of a final presentation.

Qualifications for the position include:
- Will be either a junior or senior class status beginning Fall 2016
- Previous community service experience
- Ability to work with diverse population of students and organizations
- Strong leadership, interpersonal, and creative problem solving skills
- Demonstrated program and project management skills
- High academic achievement (a minimum 2.8/4.0 GPA)
- Available to work 12-15 hours per week for school year and attend a biweekly meeting

One position will be available to begin in the Fall 2016. Internships are for one academic year only. Hourly compensation is $9.50.

Completed applications, a résumé, and two references should be submitted to:
John Race, Program Advisor, Illini Union Office of Volunteer Programs
1401 W Green Street, Room 286
Urbana, IL 61801
or by e-mail to jrrace@illinois.edu
Applications available February 5 at http://union.illinois.edu/ovp/intern

Application Deadline: 11:59 PM on Sunday, February 28, 2016
Questions may be directed to John Race, OVP Program Advisor, at jrrace@illinois.edu.
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Application Materials

Attachments
I. Include a professional resume that highlights past and present involvement, employment, educational, and volunteer experiences. Please consult the Career Center (www.careercenter.illinois.edu) for more information, if needed.

II. Please answer these questions on a separate sheet of paper and attach to your application (the next page) (Word count: 200-400 per question):
   
   A. Why are you interested in becoming a Williams Intern in the Office of Volunteer Programs and how do you see this internship position applying to your future endeavors?

   B. What unique skills and talents would you contribute to the Office of Volunteer Programs?

   C. Describe the topic, issue, or program you would like to focus on and a signature project that you could complete related to that area.

III. Have two references completely fill out one of the attached reference forms and send to Office of Volunteer Programs, 1401 W. Green Street M/C 384, Urbana, IL 61801 or complete the online reference form at: go.illinois.edu/OVPInternReference by Sunday, February 28, 2016 at 11:59 pm. Suggested references are:
   a) University of Illinois faculty, staff, or administrator
   b) Current or recent employer or volunteer coordinator (on or off-campus)
   c) RSO or other group executive board member

Important Dates

<table>
<thead>
<tr>
<th>Applications Available</th>
<th>February 5</th>
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<tbody>
<tr>
<td>Applications Due</td>
<td>February 28 at 11:59 PM</td>
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<tr>
<td>Interviews</td>
<td>March 7 - 18</td>
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<tr>
<td>Selection Notifications</td>
<td>April 1</td>
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<tr>
<td>First Day of Fall Employment</td>
<td>Week of August 15</td>
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Application

All information should be typed.

NAME:  
EMAIL ADDRESS:  
LOCAL ADDRESS:  
LOCAL/CELL PHONE:  
PERMANENT ADDRESS:  
COLLEGE:  
DEPARTMENT & MAJOR:  
CUMULATIVE GPA:  
YEAR IN SCHOOL AND ANTICIPATED GRADUATION DATE:  
NUMBER OF ACADEMIC HOURS PLANNED FOR:  

PERSONAL REFERENCES
Please list your two references

<table>
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<tr>
<th>Name</th>
<th>Email Address</th>
<th>Relationship</th>
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<td>2.</td>
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Suggested references are: University of Illinois faculty, staff, or administrator; current or recent employer or volunteer coordinator (on or off-campus); or an RSO or other group executive board member or advisor.

SIGNATURE AND TRANSCRIPT RELEASE
I hereby certify that all parts of this application are complete and accurate to the best of my knowledge. I release to the Illini Union my academic transcript from the University of Illinois.

Signature:  
Date:  
Barbara Seaquist Williams Intern
In the Illini Union Office of Volunteer Programs
Reference Form - (online form available at: go.illinois.edu/OVPInternReference)

(APPLICANT NAME)__________________________________________is applying for the Barbara Seaquist Williams Intern position for the Office of Volunteer Programs. This position provides the opportunity for a student to work with the Champaign-Urbana community and its ever-changing needs. Because of the unique partnerships OVP has with the community, the intern will experience first-hand the value of those partnerships. The intern will take advantage of mentoring relationships with the Program Advisor of OVP as well as community leaders that work closely with the office. The intern will participate in projects to develop a climate of civic engagement on campus, which may include taking a leadership role in office outreach to the student community. The intern will be expected to complete a signature project related to service and to the intern’s coursework, major, or other interests, and may require research, analysis, and the planning and preparation of a final presentation.

Your honest and confidential appraisal of the applicant is appreciated and will help us determine the quality of potential candidates. Please complete Parts 1 through 3 of this form. If you have any questions, please contact John Race in the Office of Volunteer Programs at (217) 300-2363 or jrrace@illinois.edu.

Part 1) Please circle one rating for each category for the applicant in your experience with the individual.

<table>
<thead>
<tr>
<th>Poor</th>
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<th>Good</th>
<th>Very Good</th>
<th>Excellent</th>
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Arrives to class/work on time

Plans and organizes thoughts before working on a project

Completes tasks and responsibilities on time

Smiles, greets, and interacts others

Uses both verbal and written communication effectively

Improves/changes behavior after receiving feedback

Suggests and implements solutions to solve problems

Part 2) On a separate sheet, please comment on why you think the applicant would make an effective Intern, the areas the applicant can develop, and in what capacity you worked with this applicant.

Part 3) Please complete the below section:

OVERALL RECOMMENDATION:
___Highly Recommend   ___Recommend with Reservations   ___Do Not Recommend

Name and Phone Number: ____________________________________________

Institution or Employer and Position: ____________________________________________

Signature of Reference: ____________________________________________

PLEASE RETURN BY SUNDAY, FEBRUARY 28 by 11:59 PM TO: jrrace@illinois.edu; Fax: 217-244-4294, or Office of Volunteer Programs, 1401 W. Green Street M/C 384, Urbana, IL 61801
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