

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 paid internship position provides the opportunity for a student to work with the Champaign-Urbana community and its ever-changing needs. The intern will engage in volunteer-related activities and organize office projects related to service, and the intern's major and interest areas. The intern will network with professionals in the field and help develop a climate of community engagement on and off-campus. The intern will also learn skills in project management, managing team members, and administrative duties.

Qualifications/Expectations:

- Will be either a junior or senior class status beginning Fall 2017
- Previous volunteer or leadership 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 both fall and spring semesters plus attend every other week staff meetings on Mondays at 4 pm
- Pay Rate: \$9.50/hr

Position Information:

- One position will be available to begin at the start of the Fall 2017 semester. Internships are for one academic year only. Hourly compensation is \$9.50.
- Complete online applications at <http://union.illinois.edu/ovp/intern>
 - The following materials must be uploaded as one document:
 - A professional resume that highlights past and present involvement, employment, educational, and volunteer experiences. Please consult the Career Center (<http://careercenter.illinois.edu>) for more information, if needed.
 - A cover letter that addresses why you are interested in this position, how it will help you in the future, and describe the topic, issue, or program you would like to focus on and a signature project that you could complete related to that area.
 - Have two references complete an online reference form found at <http://go.illinois.edu/OVPInternReference>. 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.
- Application Deadline for all materials: 11:59 PM on Sunday, February 19, 2017
- Interviews and selection notices will occur before spring break
- Questions? Email John Race, Program Advisor, jrace@illinois.edu

Go to <http://go.illinois.edu/internships> to learn more about Student Affairs Internship opportunities in other departments.