The Office of Volunteer Programs (OVP) cultivates community and academic partnerships that are designed to give students multiple entries to explore pathways to public service, global awareness, and social responsibility. Through the creation and implementation of intentional co-curricular and curricular programs, professional development activities, and ongoing design thinking education, Volunteer Programs enables students to have the knowledge and capacity to be lifelong agents of change worldwide. OVP maintains support from the Office of the Vice Chancellor for Student Affairs and is part of the Student Success and Engagement Unit.

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 several 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 public service-related activities and organize office projects related to volunteerism, and the intern’s major and interest areas. The intern will network with social service and nonprofit 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 program administration.

**Qualifications/Expectations:**
- Will be either a junior or senior class status beginning Fall 2020
- 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)
- Completion of an Illinois Leadership Center I-Program (http://leadership.illinois.edu/i-programs)
- Available to work 12-15 hours per week for both fall and spring semesters, plus attend staff meetings as requested
- Assists with Days of Service, Donation Drives, Service Saturdays, and other programming that forwards the mission of Volunteer Programs, Student Engagement, and the Division of Student Affairs
- Designs and implements Service After Dark Welcome Week Programs with support of Volunteer Programs professional staff
- Pay Rate: $11/hr.

**Position Information:**
- One position will be available to start during the Fall 2020 semester, for one academic year only.
  - The following materials must be attached and emailed as one document to April Garrison of Volunteer Programs, aprling@illinois.edu
    - 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, a description of a topic, issue, or program you would like to focus on, and how you can contribute to developing a community awareness, engagement, and development program around that issue.
  - Have two references provide letters of recommendation that describe how they know you, and why they fill you would be a good fit for this position as outlined in the
Reference letters can be submitted to April Garrison, Senior Program Coordinator at aprilng@illinois.edu with your complete resume and cover letter. 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. You can email April with questions.

- Candidates selected to move forward with evaluation of skills, qualifications, and interest will be invited to participate in a virtual interview via Zoom or Skype during Spring 20 Finals Week
  - Application Deadline for all materials: 11:59 PM on Thursday, April 30, 2020
  - Interviews and selection notices will occur before Friday, May 22, 2020