

OFFICE OF THE DEAN OF STUDENTS/GRADUATE SCHOOL OF MANAGEMENT 2009-10 ADMINISTRATIVE INTERN PROGRAM

INTERN APPLICATION also available online at: <http://www.students.uci.edu/leadership/aip/application.php>

PROGRAM GOAL

The Administrative Intern Program places selected students in leadership positions and offers them an administrative experience under the guidance of a University administrator. The internship experience exposes interns to selected management topics and leadership constructs. The program also serves as a bridge between the student body, the University administration, and the greater campus community by drawing on student talent and leadership to develop programs and projects that benefit students, faculty, and staff at UCI.

JOB DESCRIPTION

1. Complete the assignments for Graduate School of Management 198 A-B-C; this course meets every Wednesday from 2:00-3:50 pm.
2. Commit to an internship of 10 hours per week in a campus administrative office working under the direction of a participating Mentor.
3. Fulfill assigned tasks and duties as required of the Internship.
4. Attend a mandatory Spring Quarter orientation for selected Administrative Interns(TBA).

QUALIFICATIONS

1. Full-time student (e. g. 12 units or more per quarter).
2. Cumulative 3.0 GPA (preferred)
3. Excellent writing skills.
4. Ability to present ideas in an organized and cogent manner.
5. Previous participation in campus or community leadership activities.
6. Commitment to three-quarter course that meets weekly throughout the academic year.
7. Year-long commitment to an assigned 10 hour-per-week internship.

PROGRAM OUTCOMES

1. Acquire a knowledge of UC history, governance, and management.
2. Develop a commitment to principles of values-based leadership.
3. Ability to plan and implement programs of benefit to the UCI student community.
4. Develop a better understanding of workplace diversity, ethical management practices, and corporate social responsibility.
5. Gain an exposure to management styles, trends, and constructs.
6. Explore personal career options and pathways; develop a personal career management plan.
7. Develop a greater understanding of on-campus departments and their broader roles at UCI through direction and guidance of an on-campus mentor.
8. Engender a collaborative bond with other participating interns.

COURSE INFORMATION

1. 4 graded units per quarter (Management 198 A-B-C) through the Graduate School of Management.

**Please submit application to:
Office of the Dean of Students, G308 UCI Student Center
by Wednesday, February 18 at 5pm.**

If you have any questions please contact Rameen Talesh, Associate Dean of Students at rtalesh@uci.edu or 824-5182 or Student Coordinators Tiffany Amsler (tamsler@uci.edu) or Sheila Modir (smodir@uci.edu)

Must Be Typed -- No Exceptions

2009-10 ADMINISTRATIVE INTERN PROGRAM APPLICATION

Position: 2009-10 Administrative Intern

Sponsoring Department: Office of the Dean of Students

Application Deadline: Wednesday, February 18, 2009 at 5:00 pm

Return Application to the Office of the Dean of Students (G308 Student Center).

PERSONAL

Name _____ **Date** _____

Current Address _____ **E-Mail** _____

_____ **Phone** _____

_____ **Cell** _____

Permanent Address _____ **Phone** _____

When is the best time to reach you? _____

EDUCATIONAL

Class Level for Next Year (e.g. 2009-10) _____ **Cum. GPA** _____

Date Entered UCI _____ **Expected Year of Graduation** _____

Career Objective _____

Major _____ **Minor (if any)** _____

REFERENCES

Please provide the names of at least two people who are familiar with your leadership ability and working style.
(Please exclude family and friends.)

Name _____ **Relationship** _____ **Phone Number** _____ **E-Mail** _____

EXPERIENCE

Please answer the following questions (*attach an extra sheet if necessary*):

1. Please list any experiences you have had (activities, employment, program planning, honors, awards, etc.) which would be relevant to your candidacy for the Administrative Intern Program.
2. What skills would you *bring* to the Administrative Intern program?
3. The Admin Intern Program promotes the 5 Core Leadership Competencies which are Interpersonal Development, Social Responsibility, Administrative Skills, Valuing Diversity, and Ethical Decision-Making. Please give examples of how you have grown in 2 of these competencies here at UCI. How will you utilize them in your internship?
4. If you were to add a 6th Leadership Competency, what would it be and why?
5. What makes you unique from the others applying to this program?
6. Please provide a comprehensive list of your time commitments (school, work, leadership roles, etc.) for the 2009-10 academic year?