

WIU AFFIRMATIVE ACTION ADMINISTRATIVE INTERNSHIP PROGRAM

PURPOSE: The program's purpose is to enhance the University's Affirmative Action program by increasing the pool of qualified women and minorities for administrative positions. The program provides (women and minority employees) an opportunity to develop and increase administrative skills in an area of their interest. The program is not intended to guarantee a change in employment or salary status when the internship period ends.

STRUCTURE: Employees are offered the opportunity to work on a temporary released-time basis under the direction of an appropriate **administrative** mentor. These internships are typically either half-time for a full academic year or full-time for one semester. Administrative interns observe and participate in many of the University's **administrative** decision-making processes during the internship experience. Interns and mentors also define a specific project to focus the **administrative** experience.

All continuing employees are eligible to apply. Past experience has shown that selection and placement through the program can enhance the competitiveness of interns who apply for administrative positions.

Typically, applicants possess at least a bachelor's degree.

Applicants for the Administrative Internship Program should submit:

- ◆ a completed application form;
- ◆ a current resume;
- ◆ the names and addresses of two references and;
- ◆ immediate supervisor's statement of support.

Application forms, additional information, and assistance in completing the application process may be obtained from the Office of Equal Opportunity & Access, 203 Sherman Hall, 298-1977.

The Deadline for applications for internships for the 2008 – 2009 academic year is April 11, 2008.

**WIU AFFIRMATIVE ACTION ADMINISTRATIVE
INTERNSHIP PROGRAM**

APPLICATION FORM

Name_____

Campus Address & Phone_____

Department or Administrative Office_____

Years at WIU_____ Current Position_____

PLEASE SUBMIT A STATEMENT OF APPLICATION WHICH INCLUDES YOUR RESPONSE TO THE FOLLOWING QUESTIONS:

1. Describe the general nature of your interest in higher education administration and outline your short and long-term career goals.
2. List the skills, experience and educational training required to achieve your career goals and aspirations. Which of these do you feel you presently possess? Which of these do you need to acquire and/or enhance?
3. Please identify at least two individuals you feel would serve as appropriate **administrative** mentors for your internship. (You should speak with these individuals as to their willingness to serve as a mentor before listing them.) Provide an explanation for each of your choices.

APPLICATION PROCESS:

- A. Return this form, your statement of application, resume and a letter of support from your current supervisor to the Office of Equal Opportunity & Access, 203 Sherman Hall by **April 11, 2008.**
- B. Please also ask two individuals, other than your supervisor, to submit the attached evaluation forms directly to the Office of Equal Opportunity & Access, 203 Sherman

Hall by

April 11, 2008. Please provide the evaluators with a copy of your application for their reference in completing the form.

- C. The Affirmative Action Administrative Internship Committee will review these materials and contact you regarding the status of your application. Please note that after review of your application materials, the Committee may recommend consideration of additional placement sites.

**WESTERN ILLINOIS UNIVERSITY
AFFIRMATION ACTION ADMINISTRATIVE
INTERNSHIP PROGRAM
EVALUATION**

Name of Candidate

Name of Evaluator

Nature of your relationship with candidate:

_____ Department chairperson
 _____ Dean
 _____ Supervisor

_____ Professional Colleague
 _____ Personal Friend

How many years have you known the candidate? _____

Personal/Professional Attributes

Please rate the candidate with respect to each characteristic listed below.

Outstanding.....	5
More than adequate.....	4
Adequate.....	3
Less than adequate.....	2
Poor.....	1
Inadequate opportunity of observe	N/A

_____ Adaptability and flexibility
 _____ Assertiveness
 _____ Dependability
 _____ Initiative
 _____ Integrity and honesty
 _____ Interpersonal communication skills

_____ Motivation and enthusiasm

_____ Organizational and analytical
ability

_____ Poise and self-confidence

_____ Resolution skills

_____ Resourcefulness and creativity

_____ Verbal communication skills

_____ Writing skills

Administrative Potential

Please provide a written evaluation of the potential the applicant may have in relation to his/her career goals and the internship program.

Signature of Evaluator _____ Date _____

Please return to Elyn Bartges, Office of Equal Opportunity & Access, 203 Sherman Hall by
April 11, 2008.

*** Note: you will need two copies of this form.**