



March 25, 2009

Calling all Student Affairs professionals interested in advancement!

The Office of The Vice-President for Student Affairs has developed an exciting new initiative to further your professional development. Attached to this letter you will find an application for the new Student Affairs Professional Internship program that that will begin Fall 2009. Each year, there will be two internship positions available for interested and engaged members of our division.

The internship is meant to enhance your professional development and interests. Therefore, you get to develop a project based in your own interests and implement it over the time of the internship. If you are interested in broad student affairs topics or areas and need help developing a specific project, there is assistance for you in this as well!

Please consider applying for this fantastic new opportunity and work to advance your career! If you have questions, please contact Stacey J. Moore, Ph.D. at 330.972.5770 or staceyjm@uakron.edu. Applications are due to Dr. Moore on June 30, so don't hesitate!

Sincerely,

A handwritten signature in black ink, appearing to read "Charles J. Fey".

Charles J. Fey, Ed.D.
Vice-President for Student Affairs

Dr. Charles J. Fey
Vice President for Student Affairs
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APPLICATION
DIVISION OF STUDENT AFFAIRS PROFESSIONAL INTERNSHIP

To be considered for an internship, an applicant must be a full-time contract professional in the Division of Student Affairs who has completed a minimum of 2 years full time employment at The University of Akron. At the core of the internship is meaningful project work. The intern will collaborate with the Vice-President for Student Affairs to develop and implement a chosen project proposal.

The internship project is meant to benefit the intern's professional development and should be expected to take 8-10 hours per week of dedicated work. This work is expected to be above and beyond the intern's regular work position. If the intern has particular interests, projects can usually be identified or sought out to satisfy these interests. Every attempt will be made to identify projects that will benefit both The University of Akron and the intern, with an emphasis on a well-rounded, meaningful project foundation.

Return the following to the Vice President for Student Affairs Office by 4:30 p.m. on June 30, 2009:

- Completed application including typed, double-spaced responses to #1 and #2 below.
- Letter of support from department director specifying approval to dedicate 8-10 hours per week to the internship and indicating that this new responsibility will not interfere with the intern's regularly work position.
- Current vita or resume.

Applicant Name: _____

Supervisor: _____ Director: _____

Student Affairs Department: _____

Office Phone: _____ Office Zip Code: _____

Email: _____

Attach your responses to these questions. Limit responses to 1 – 2 double-spaced, typed pages per question.

1. Describe how your participation in this enhanced professional opportunity will support the Division of Student Affairs mission. Please include some ideas you have for an internship project.
2. Describe how you plan to use information and skills gained from this experience to "give back" to the Division of Student Affairs.

Applicant Signature _____ Date _____

Supervisor Signature _____ Date _____

Director Signature _____ Date _____