



## 2020 Leadership Enrichment Internship Program

The *Leadership Enrichment Internship* (LEI), led by the Division of Equity and Inclusion, is a paid mentored internship experience designed to deliver professional development, career advisement, networking opportunities and real-life work experience for undergraduate students with diverse academic interests whose backgrounds are underrepresented in such careers.

The LEI is a collaborative effort: campus units and community organizations provide the internship experience and 1:1 mentoring; University departments such as the Career Center provide enrichment opportunities focused on professional development, career advisement and networking, and the Division of Equity and Inclusion (DEI) leads the program and funds the internships.

### Intern Responsibilities:

- Attend LEI cohort meetings and participate in the LEI Closing Dinner (meetings are paid work hours)
- Meet with your internship sponsor (employer) to jointly determine the content and structure of work placement and responsibilities. *The work should maximize your transferable skills and knowledge base, as well as help you cultivate new skills*
- Prompt response to any communication or requests from the DEI Internship Coordinator or the hiring unit/organization
- Track your hours worked and submit your monthly timesheets on time

### Qualifications and Expectations

- UO undergraduate students enrolled in a minimum of 8 credits who have:
  - A 2.5 cumulative GPA or higher at the time of application  
*Students with GPAs below a 2.5 are eligible, but will be required to develop an academic success plan with an advisor in the Center for Multicultural and Academic Excellence*
  - Strong interpersonal and communication skills
  - The skills, knowledge and experience required by the internship applied for
  - The ability to work effectively in teams and independently
  - A commitment to promoting equity and inclusion in the workplace
  - An interest in positively engaging with on- and off-campus employers and developing new professional skills

### Intern Pay and Benefits

- \$12.00 per hour for up to 12 hours of work each week beginning mid-March 2020 and continuing through spring term 2020  
*Note: domestic students are limited to working a total of 25 hours per week across all UO positions / international students are limited to 20 hours per week across all UO positions*
- Participate in ongoing exchanges designed to develop leadership skills in the workplace
- Access to professional development opportunities that focus on leadership, interpersonal, and communication skills
- Direct access to an employer mentor

### Application Procedure

Please complete the attached application form and submit it to the Coordinator [deicace@uoregon.edu](mailto:deicace@uoregon.edu) with an electronic submission of a current resume. **Complete applications will be accepted on a rolling basis. All placements will remain open until filled.**

#### Office of the Vice President for Equity and Inclusion

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## Leadership Enrichment Internship Program 2020 Internship Application

### Applicant information - Part A.

Name: \_\_\_\_\_ Major(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Year: \_\_\_\_\_ UO Student ID: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

What position are you applying to?

Student group affiliations: \_\_\_\_\_

### Essay questions - Part B.

Please answer the following questions.

1. In 500 words or less, please share any challenges you have faced in your academic career.

2. In 500 words or less, please explain what experiences, strengths, and/or skills you wish to contribute to this placement. What you hope to gain from this experience?



- ## Resume - Part C.

Please attach your resume on a separate page