

## Leadership Enrichment Internship Program

### OVERVIEW

The *Leadership Enrichment Internship* (LEI) 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 currently underrepresented in such careers. The program, first piloted by the Division of Equity and Inclusion (DEI) in spring of 2016 and will continue in fall term, 2020, with possible funding available through winter 2021.

The LEI is a collaborative effort: campus units and community organizations provide the internship experience and mentorship capacity; university departments and administrative units provide enrichment opportunities focused on professional development, career advisement and networking; and DEI provides program administration, LEI workshops, and funding for the intern. This collaborative partnership helps deliver LEI as to ultimately support the leadership development and career advancement for underrepresented students at the UO.

All units and organizations interested in hosting an intern for up to 10-12 hours a week, beginning spring term, late-September through December 2020, (with possible support through the winter) must complete an employer proposal (see below). DEI's Special Project Assistant (Tre'Von Robinson) will notify you on the status of your proposal and serve as your primary point of contact.

### EMPLOYER RESPONSIBILITIES

#### Intern Selection

- Conduct in-person or phone interviews with final candidates after initial recruitment and screening process is done by DEI;
- Notify the LEI Program Coordinator of your final decision prior to making an offer; and
- Notify the LEI Program Coordinator once the offer is accepted.

#### LEI Leadership Development

- Work directly with your intern to schedule work hours and orientation that fits their needs as a university student;
- Supervise your intern (e.g. monitor attendance, address concerns, and support them in ways that ensure a mutually successful outcome);
- Establish a mentorship relationship through weekly check-ins where interns have the opportunity to set goals and reflect on progress; and
- Participate in ongoing exchanges designed to develop leadership skills and related workplace competencies preparing them for a successful career trajectory in your field.

### EMPLOYER QUALIFICATIONS

- Commitment to promoting and advancing diversity, equity and inclusion in the workplace



- An interest in mentoring students to develop leadership skills and professional development
- Strong interpersonal and communication skills
- The ability to work effectively with students from diverse backgrounds

DEI will be responsible for managing the recruitment and hiring of the interns, and will process their pay (\$12/hr.) each month. DEI will also coordinate the ongoing professional development & community building workshop sessions for participating interns during Fall 2020 term. Please plan on attending the first workshop (Week 1, LEI Employer Virtual Meet & Greet) and concluding celebratory session.



# Leadership Enrichment Internship Program 2020 Employer Proposal

## Employer Information – Part A

Employer Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Organization/Unit: \_\_\_\_\_

Address: \_\_\_\_\_

## Statement of Purpose – Part B

Please write a brief statement describing how your proposal supports the mission of the LEI program.

## Position Description – Part C

On a separate page, provide a position description that contains the following elements. *Note: this information is used to create the job posting if your proposal is accepted.*

- Internship title
- Answer the question “The purpose of this position is”
- Describe the duties of the position
- List the qualifications, skills, and experience
- Discuss anticipated professional development skills gained from the internship experience
- Describe your mentorship plan to help your intern develop professionally