

Information and Application Form – Fall 2012 Bama Hillel Internships

Internships are open to current undergraduates and graduate students who are interested in supporting Hillel sponsored activities. Minimum G.P.A. of 3.0

Intern schedules will vary depending on availability, but all interns must work a minimum of 6 hours per week at Hillel when classes are in session. All interns are expected to be available to assist with major events and will be scheduled to work at least their fair share of all the different types of events scheduled including those scheduled on the weekend. Interns may swap assigned hours with each other with the approval of the Program Director. Interns will be informed by the program director or advisors when their lack of availability is a problem. If the situation does not change, it is understood that they will be replaced.

Interns are paid \$ 8.75 per hour and are required to maintain a time log which identifies both their hours and the work they performed. Continuation from month to month requires a satisfactory evaluation which will be based on the time log and the program director's observations. Both the program director and the advisors will provide training, suggestions and feedback to the interns on a regular basis. Any intern not meeting expectations will be expected to show improvement in the areas discussed.

Some responsibilities will be shared by all interns and others will be assigned to a specific intern. Examples of shared responsibilities include (but are not limited to): meeting with prospective students and parents, setting up for events and implementing event plans, general maintenance activities and creating a welcoming atmosphere for other students at Hillel. Other activities such as assisting with database records, bookkeeping, donation acknowledgements, grant writing, creating flyers and Facebook announcements will be assigned to a specific intern. Please submit your application along with a copy of your fall class schedule and any other hours that are already committed to an activity or work, no later than May 2nd.

For additional information, please contact Kathy Merrell at bamahillel@gmail.com or call 348-2183.

BAMA HILLEL INTERNSHIP APPLICATION

Name: _____ **CWID:** _____

Campus Address: _____ **GPA:** _____

Home Address: _____

Cell Phone: _____ **Email:** _____

Major: _____ **Anticipated Graduation Date** _____

Recent Work Experience:

Volunteer Experience at UA:

How many times did you attend Hillel events this past semester?

What skills and interests will you bring to Hillel?

Please list two UA Faculty or Staff References with their contact information:

Is there anything else you want us to know about you or Hillel?

Please attach an unofficial copy of your transcript and class schedule for Fall 2012