Information and Application Form - 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 be available to work a minimum of 8 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 scheduled Shabbat dinners, Sunday Brunches, and other events throughout the year. Interns may swap assigned hours with each other with the approval of the Program Director.

In addition to the fall semester internships, an internship is available for this summer for a student who will be in Tuscaloosa. Preference will be given to applicants who held an internship position this spring. Interns are paid $ 8.75 per hour and are required to maintain a time log that identifies both their hours and performed work.

Interns will take part in discussions related to their roles and responsibilities as an intern. In addition, all interns will participate in an evaluation process. The program director and advisors will provide suggestions and feedback to any intern not meeting expectations. In those instances, continuation in the internship will require improvement in the areas discussed. Continuation from month to month is based on a satisfactory evaluation.

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, donation acknowledgements, grant writing, creating flyers and Facebook announcements will be assigned to a specific intern. Please submit your application no later than April 19, 2013. Interviews will be held the week of April 22-26, 2013. For additional information contact Lisa Besnoy at lisa.bamahillel@gmail.com

BAMA HILLEL INTERNSHIP APPLICATION

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CWID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_GPA:\_\_\_\_\_

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

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

Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_\_\_\_\_

Recent Work Experience:

Volunteer Experience at UA:

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?

Please attach an unofficial copy of your transcript and class schedule for Fall 2013.