

The Sprouting SA&FS Capstone is currently seeking the next Peer Internship Coordinator!

The **Peer Internship Coordinator (PIC)** will work closely with the SA&FS peer advisors to help students understand the logistics of the internship process. As a PIC you will gain in-depth knowledge about the internship process and be trusted by SA&FS track and academic advisers to guide students in a key area of the major. Acting as the PIC is good for your post-grad life. You will create invaluable connections with SA&FS advisers and have the opportunity to give back to the community by changing the way the SA&FS internship operates. With flexible hours and training included, the PIC position is a fun and rewarding opportunity!

Details:

- 2 quarter commitment
- This is an internship. The SA&FS master adviser is your faculty sponsor; the academic adviser is your host. You will be required to go through the internship process and submit all paperwork to get unit credit just like other interns.
- 60 hours per quarter (except summer, 30 hours required)

Responsibilities:

- Coordinate with students, faculty sponsors, and academic advisers to facilitate completion of the internship process
- Offer multiple channels of communication to meet students' needs by responding to student emails and by holding regular office hours to meet with students via appointments, chat messaging, or Skype
- Host four internship meetings a quarter for interns enrolled in an internship
- Maintain excellent communication with academic and peer advisers. The PIC must attend all Bi-weekly meetings with Peer Advisers and Master Adviser
- Read final reflections submitted by all student interns at end of quarter

Qualifications:

- Must be a SA&FS student
- During busy weeks, you must commit 6-10 hours in the office; during less busy weeks, you must commit 2-4 hours
- Must have excellent organization and communication skills
- Must be able to learn and understand the internship process and requirements
- Must be friendly, approachable, and available to the students
- Must be dedicated to the position with a special interest in helping the students

How to Apply:

- Complete the application below
- Submit application to PIC before Pass I of the quarter before PIC internship begins

SA&FS PIC APPLICATION

First Name

Middle Initial

Last Name

Email Address

UCD Student I.D.

Phone Number

Track

Minor, if applicable

1. Please indicate which PIC period for which you are applying:

___ Fall-Winter

___ Spring-Summer

2. Year of acceptance to UCD?

3. Year of accreditation from UCD?

4. Will you be a registered full-time student during your time as a PIC?

5. Cumulative GPA:

6. This position requires several hours of training uncredited. For Fall-Winter PICs, you will train during weeks 7, 8, 9 of the preceding Spring Quarter. For Spring-Summer PICs, you will train weeks 7, 8, 9 of the preceding Winter Quarter. Sign below to acknowledge your willingness to participate in this training (electronic signature is accepted).

Signature

7. Have you ever been released from employment or resigned to avoid such release?
8. Please list all extracurricular activities:

9. What skills and experiences do you have that would enhance your role as the PIC? (100 words)

10. Perhaps the most important responsibility of the PIC is to decrease the confusion and fear surrounding students about the internship requirement. How would you go about making this happen? (100 words)

11. How do you define the role and responsibilities of the PIC? (25 words)

12. You will be perceived as a student leader, and as such are in a unique position in your departments/majors. How will you encourage and facilitate interest and interaction among students in your major? (100 words)

13. How do you effectively manage your time? (100 words)

14. How did you hear about this position? Indicate all that apply.

Internship Page on SA&FS Website

Intership Page on Sprouting SA&FS Capstone Website

Peer Adviser

Current PIC

Encouragement from Track Adviser

Other

If other, please explain: _____