**UO*Admin* Internship Program Application: 2025–2026**

Please review [https://vpfa.uoregon.edu/eligibility-and-application-uo*admin*-internship-program](https://vpfa.uoregon.edu/eligibility-and-application-uoadmin-internship-program) **before submitting your** **online application**.  *This document is for reference purposes only—please apply* [*online*](https://oregon.qualtrics.com/jfe/form/SV_23JrwneF2UGlWQe)*.*

*If you are unable to submit the* *online Qualtrics aplication**, contact* *dsharp@uoregon.edu**; 541-346-3096.*

Deadline: **Thursday, May 29, 2025, 10:00AM**

# **Eligibility**

# UO students of all backgrounds and educational levels are invited to apply.

# To apply for the 2025-2026 UO*Admin* Internship Program, you must:

# Be a registered UO undergraduate or graduate UO student in good academic standing

# Have a cumulative GPA of at least 2.5

# Be committed to register for a minimum of 8 undergraduate or 5 graduate credit hours during each of the three academic terms of your internship (fall 2025, winter 2026, spring 2026)

# Be able to participate in all three academic year terms (fall 2025 through end-spring 2026)

# Commit to 10 hours/week in fall, winter, and spring terms (2025-26).

# **Student Information**

Your student information (name, contact details, pronouns) will **not** be visible to the review committee during the initial review of materials.

\* Indicates a required response.

**Full name**:\*

**Pronouns** (e.g., <https://studentlife.uoregon.edu/pronouns>):

**UO ID number:**\*

**UO email address**:\*

*Email will be the main form of communication unless you request another form of communication.*

**Phone number**: (optional)

# *This will only be used if we are unable to contact you via your UO email address.*

# **Educational Information**

**Anticipated class standing as of fall 2025**:\*

[ ]  Freshman

[ ]  Sophomore

[ ]  Junior

[ ]  Senior

[ ]  Master’s

[ ]  Doctoral

**What are your majors/minors/concentrations?** (undeclared students are welcome to apply)

**Considering where you are in your university career, why do you want to pursue this higher education administration internship during the 2025-26 academic year?**

# **Internship Interest**

**The UO*Admin* Internship is designed to help students understand the business and administrative aspects of higher education.**

* **What, in particular, interests you about this internship?**
* **What are you most excited about?\***

Maximum response length: 2,000 characters (about 300 words)

**One of the goals of this internship involves students bringing a broad range of experiences, skills, and ideas into our workplaces.**

**Please share some experiences, skills, and ideas that you would like to bring to the internship. These could be connected to your**

* **work, volunteer, or academic history,**
* **hobbies or talents,**
* **identities and lived experiences, or**
* **aspirations.**

**You are welcome to share anything else that might help us understand who you are and what you could bring to this internship. \***

Maximum response length: 2,000 characters (about 300 words)

**Thirty-seven departments make up the Finance and Administration portfolio. If there are any departments that particularly interest you, please let us know.**

While indicating interest in departments does not guarantee you time with that team, it may help us to match you to a particular project. For information on our units and their work, see [https://vpfa.uoregon.edu/uoa*dmin*-internship-program](https://vpfa.uoregon.edu/uoadmin-internship-program).

* Finance and Admin unit(s) of interest:
* Reason(s) for your interest:

**If you have particular areas of interest or if there are skills you would like to use or build during your internship, please let us know.**

Note: Knowing your interests and the skills will help us to match student learning with appropriate units and projects.

[ ]  Data analysis

[ ]  Writing/editing (E.g., for web/social media, news, technical)

[ ]  Event planning/event management

[ ]  Research and presentation of information

[ ]  Data collection and reporting

[ ]  Other (optional):

**Please consider all of your academic, athletic, recreational, and personal plans and commitments for 2025-26. We want you to succeed in this internship (if you are selected) while managing all of your responsibilities. Please assess whether you have time for the internship.**

**Are you REALLY willing and able to commit to 10 hours/week for fall, winter, and spring terms in 2025-2026?\***

 [ ]  Yes [ ]  No [ ]  Other

**How did you hear about this internship?**

# **References and Resume**

**Please information on three personal or professional references.**

For each reference, please provide name, contact information, and the reference's relationship to you. We may contact references as part of the intern selection process. We will notify you prior to beginning reference checks; you will have the opportunity to change your references before we contact anyone.

Reference 1. (name, contact, relationship)\*

Reference 2. (name, contact, relationship)

Reference 3. (name, contact, relationship)

**Please upload a copy of your resume in Word, PDF, or Rich Text Format.\***

**Please upload your unofficial transcript showing your GPA and credit hours for fall term 2025.\* Instructions are below.**

Instructions for how to get your unofficial transcript

1. Log into [duckweb.uoregon.edu](https://duckweb.uoregon.edu/) (Forgot your PAC or UO ID? See: [Resetting Your PAC on DuckWeb](https://registrar.uoregon.edu/current-students/duckweb/resetting-your-pac).)
2. Select **Student Menu** > **Grades & Transcripts Menu**
3. Select "Unofficial Transcripts" and then select "Undergraduate" or "Graduate" from the drop-down list.
4. The default display is NAME: off.  Before clicking on "Display Transcript", click the NAME: on link on the top right of the page.  You will be given the option to save this print option.
5. If you chose to change the NAME: off feature, Duckweb will route you back to the main landing page.  Continue with **Student Menu** > **Grades & Transcripts Menu,**select "Unofficial Transcripts", and then select "Undergraduate" or "Graduate" from the drop-down list.
6. Click "Display Transcript"

To be eligible for the internship, you require a cumulative GPA of at least 2.5 and you should be registered for a minimum of 8 undergraduate or 5 graduate credits.