Eligibility

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

To apply for the 2022-2023 UOAdmin Internship Program, you must:

- Be a registered UO undergraduate or graduate UO student in good academic standing
- Have a cumulative GPA of at least 3.0
- Be registered for a minimum of 8 undergraduate or 5 graduate credit hours during each of the three academic terms of your internship (fall 2022, winter 2023, spring 2023)
- Be able to participate in all three academic year terms (mid-fall through end-spring 2023)
- Commit to 10 hours/week in fall, winter, and spring terms (2022-23).

Student Information

Your student information (name, contact details, pronouns) will not be visible to the review committee during the internship selection process.

Full name:*

Preferred 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)

Educational Information

Anticipated class standing as of fall 2022:*

- [ ] Freshman
- [ ] Sophomore
- [ ] Junior
- [ ] Senior
- [ ] Master’s
- [ ] Doctoral

Deadline: Monday, May 30, 2022, 8:59pm.

Applications submitted after the deadline will not be accepted.
What are your majors/minors/concentrations? (undeclared students are welcome to apply)

Internship Interest

Based on what you understand about the UOAdmin Internship Program, why are you interested in participating and what are you most excited about??*
Maximum response length: 300 words.

One of the goals of this internship program is to bring together students and employees with a broad range of experiences and skills. What experiences have you had (e.g., history, talents, identities, work, volunteerism, etc.) that will help us to meet this goal?*
Maximum response length: 300 words.

Thirty-five units, or departments, make up the Finance and Administration portfolio. If you have a particular interest or interests, please let us know. (While indicating interest in a unit does not guarantee you a rotation there during your internship, it may help us to match you to a particular project.) For more information on our units and their work, see 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.

☐ Marketing
☐ Data analysis
☐ Writing/editing (E.g., for web/social media, news, technical)
☐ Event planning/event management
☐ Research and data collection
☐ Strategic planning
☐ Other (optional):
How did you hear about this internship?

Please consider all of your academic, athletic, recreational, and personal commitments. We want you to thrive while managing all of your responsibilities, including the internship if you are chosen. Are you willing and able to commit to 10 hours/week for fall, winter, and spring terms in 2022-2023?*  

☐ Yes  ☐ No  ☐ Other

References and Resume

Please provide name, contact information, and how you know the person for 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 (and you may change your references at that time).

1. *
2. 
3. 

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 2020.*  

Instructions are below.

Instructions for how to get your unofficial transcript

1. Log into duckweb.uoregon.edu (Forgot your PAC or UO ID? See: Resetting Your PAC on DuckWeb.)
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 3.0 and you should be registered for a minimum of 8 undergraduate or 5 graduate credits.

* Indicates a required response.