**UO*Admin* Internship Program Application: 2023–2024**

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_87EefQlbE75GV38)*.*

*If you are unable to submit* [*online Qualtrics aplication*](https://oregon.qualtrics.com/jfe/form/SV_87EefQlbE75GV38)*, contact* [*dsharp@uoregon.edu*](mailto:dsharp@uoregon.edu)*; 541-346-3096.*

Initial deadline: **Sunday, June 4, 2023, 11:59PM  
(extended to 8:00AM on Friday, June 9)**

*Applications submitted after 8am on Friday, June 9 will not be considered.*

# **Eligibility**

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

# To apply for the 2023-2024 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 registered for a minimum of 8 undergraduate or 5 graduate credit hours during each of the three academic terms of your internship (fall 2023, winter 2024, spring 2024)

# 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 (2023-24).

# **Student Information**

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

\* Indicates a required response.

**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)

# *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 2023**:\*

Freshman

Sophomore

Junior

Senior

Master’s

Doctoral

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

# **Internship Interest**

**Based on what you understand about the UO*Admin* Internship Program:\***

* **Why are you interested in participating in this internship?**
* **What are you most excited about?**

Maximum response length: 300 words.

**One of the goals of this internship program is to have students bring their broad range of experiences, skills, and ideas into our work places. Please share some experiences you have had that will help us meet this goal.**

**This could include information on your history, talents, identities, work, volunteerism, aspirations, or anything else you want to share to help us understand who you are and what you could bring to this internship. \***

Maximum response length: 300 words.

**Thirty-five 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.

Marketing

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 2023-24. 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 willing and able to really commit to 10 hours/week for fall, winter, and spring terms in 2023-2024?\***

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 (and you may change your references at that time).

Reference 1. \*

Reference 2.

Reference 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 2023.\* 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 3.0 and you should be registered for a minimum of 8 undergraduate or 5 graduate credits.