UCSD Career Connection Internship Initiative

Internship Application Instructions

Thank you for your interest in applying for an internship position with the UCSD Career Connection Internship Initiative. Please read carefully the information and instructions provided below.

Applicant Criteria
To be eligible to become an intern:

☐ You must be a career staff member actively employed at UCSD who:

- has completed your probationary period,
- is committed to long-term employment at the University of California,
- has achieved a “Met Expectations”/“Solid Performance” or better on your most recent performance evaluation, and
- is seeking advancement to a higher level position within the University.

☐ You must have a narrative statement detailing your career goals, experience, qualifications or a written Career Connection Career Plan available.

☐ You must obtain the signatures of your department head and immediate supervisor on the attached release form, requesting appropriate release for the duration of the internship.

Instructions

1. Complete the UCSD Career Connection Internship Application. This form is available from UCSD Equal Opportunity/Staff Affirmative Action, at Torrey Pines Center–South, Suite 404 or Blink Web page: http://blink.ucsd.edu/interns

2. Prepare a current scannable resume to submit with the application(s).

3. Please submit a narrative statement describing the following:

- A summary of your qualifications and experiences as they relate to each of the required qualifications for the internship.
A description of why you need to develop each of the stated skills and knowledge required of the internship, relative to meeting your career goals.

A description your career goals.

Please note - A completed Career Connection Career Plan may be submitted in lieu of this statement.

A complete Internship Application packet includes:

- UCSD Career Connection Internship Application form
- A current scannable resume
- A statement narrating applicant’s experience, qualifications, education, and career goals or a completed Career Connection Career Development Plan.
- The home department’s agreement to release employee. This form must be submitted at the time of application.

Application materials must be received by 4:30 p.m. on the deadline date.

Submit application materials to:
Equal Opportunity/Staff Affirmation Action
UCSD Career Connection Internship Initiative
Mail code 0923
Attention: Internship Coordinator
or
UCSD Human Resources Department, Equal Opportunity/Staff Affirmation Action
Attention: Internship Coordinator
10280 North Torrey Pines Road, Suite 404
La Jolla, CA 92093-0923

PLEASE NOTE: Incomplete applications will not be accepted.

If you have questions about the UCSD Career Connection Internship Initiative or wish to register with UCSD Career Connection, please call extension x20507 or email career@ucsd.edu.
UCSD Career Connection Internship Initiative
Internship Application

Applicant’s Name: ____________________________________________________

Employee ID Number: _________________ Department: _________________

Classification Title: _________________________________________________

Working Title (optional): _____________________________________________

Mail Code: _____________________ E-mail Address: _______________________

Work Extension: _________________ Home Phone Number: _________________

Internship You Are Applying For: _______________________________________

Please list two professional references, one of whom should be your immediate supervisor.
Reference 1
Name (Supervisor):
Department: _________________ Position: _________________
Extension: _________________ E-mail Address: _______________________

Reference 2
Name: _________________________
Department: _________________ Position: _________________
Extension: _________________ E-mail Address: _______________________

I __________________________________________ understand that the goal of the UCSD Career Connection Internship Initiative is to provide career development for staff employees who have a long-term commitment to employment at the University of California, and by signing here I am stating that commitment.

Applicant Signature __________________________________________ Date _________________

Please complete this application, including the department release, and submit it with a scannable resume, and a statement narrating your career goals to:
UCSD Human Resources Department, Equal Opportunity/Staff Affirmation Action,
Attention: Internship Coordinator, mail code 0923.
UCSD Career Connection Internship Initiative

Departmental Agreement to Release Employee for Internship Assignment

Name of Applicant: ____________________________________________

Department: _________________________________________________

Name of Department Head: _____________________________________

Department Address/Mail Code and Extension: ______________________
___________________________________________________________

Name of Immediate Supervisor: _________________________________

Immediate Supervisor's Address/Mail Code and Extension:___________
____________________________________________________________

I agree to release the above named applicant from my department to serve in an internship sponsored by the UCSD Career Connection Internship Initiative. The applicant will be able to return to his/her position after completion of the internship assignment.

Department Head's Signature ________________________ Date __________

Immediate Supervisor's Signature _____________________ Date _________

Internships are funded by the sponsoring department(s) and the UCSD Career Connection Internship Initiative and, therefore, require no commitment of funds from the releasing department(s).