ITC Internship Program

BA: Human Resources: Internship Program

ITC Internship Program
Information Technology and Communication (ITC) invites applications from all of its employees for the ITC Internship Program. The program is designed for ITC staff who believe they will benefit from a mentoring experience in new areas of interest. The program can have as many as three interns chosen per year.

A successful intern will achieve the following personal objectives:

- enhanced knowledge and skills
- experience in a new environment
- greater visibility
- expanded career options

The Experience
Prior to the start of the internship period, each intern researches and identifies a placement. Then the intern negotiates a plan with the manager with whom she or he is placed. The plan states the intern's specific goals as well as ITC's expectations. Managers will assign mentors for the interns. Mentors come from the ranks of the Division/group that the intern will be working.

Interns have office space in their primary mentor's areas and work as colleagues of the permanent staff. Interns observe a range of activities and participate in joint projects with other ITC staff. As their terms progress, interns assume increasing responsibility for assignments. They may attend appropriate workshops and academic courses to foster their professional development. Internships can be of any length less than one year. It is recommended that internships be six-months in length.

The Results
The purpose of the program is to assist participants with their professional development. While this program is intended to increase the pool of qualified applicants within ITC, promotional opportunities cannot be guaranteed.
Qualifications for Application
First consideration is given to full-time ITC classified staff, who have been an ITC employee for at least two years. Candidates who do not fit these criteria may also apply, but will be considered only if space and funds are available.

Applicants are judged on their accomplishments and their potential for success. A review panel screens applications and makes recommendations to the ITC Directors Group. The Directors group will make the final decisions.

Salary and Benefits
Interns receive the same monthly base salary and benefits as they would have received in their previous position during the program. The Base salary does not include shift differential, overtime, or any other payment in addition to base pay. Additionally, interns will be eligible for same salary increases as their previous position. ITC may provide funds to each interns' home unit to pay the personal-services costs of replacing her or him during the internship period. Interns must return to their previous position or other ITC position after the end of the program.

Application and Selection
Each applicant should submit a resume and letter. The letter (not to exceed two pages) should outline the applicant's professional goals, detail how she or he will achieve the personal objectives listed above, and describe their aspirations for the internship. If a pair of applicants would like to switch positions as part of the internship, please note that in the application.

Application materials should be sent to: Debra Mincarelli, Manager, ITC Human Resources, Carruthers Hall.
ITC Internship Program
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