**INTERNSHIP GUIDELINES**



***President’s Office***

2017-2018

**Purpose:**

*The President’s Office Internship is comprised of practical work experience and opportunities to observe senior leadership, with a priority on personal and competency growth. It is the goal of the Intern program to focus on effective teamwork and communication skills such that Interns will be well equipped to represent Trinity Western to others (internally and externally) and encouraged to discover God’s plan for their personal gifts and passions.*

1. **Key Components of the Internship Program:**

***Relationship with the President and Senior Vice Presidents***

As an Intern you have a wonderful opportunity to build mentoring relationships with the University’s President, Senior Vice Presidents, and other executives. This takes place through a variety of assignments, projects, activities and events, both planned and impromptu. Activities include times in the senior executives’ offices to ask questions and learn from them, accompanying the senior executives on out-of-office visits, and learning opportunities with the senior executives themselves. Events may include social/business meetings/functions and opportunities to represent/promote the University.

###### Professional Mentoring

Each Intern can look forward to the unique opportunity of having key university leaders invest in his/her life on a focused basis. These senior leaders will commit to actively incorporate you into their responsibilities and schedules. From such times, Interns can expect to gain valuable insights into what it takes to be in a position of responsibility at the highest levels of the University's leadership on a day-to-day basis. Leaders in mentor roles can also serve as professional advisors and sounding boards. What you choose to share on a personal level during your intern experience will be entirely dependent on your initiative and comfort in doing so.

***Experiential Education***

As an educational institution Trinity Western not only develops its students through classroom learning but also by means of experiential opportunities for leadership and personal growth. This emphasis is taken to a new level with the Internship program. Throughout your year as an intern you will have opportunity to participate in meetings, workshops, and projects, which may include off campus travel.

###### Personal Growth

Along with developing your professional skills in a work environment you will also be afforded the time to develop your personal skills as an Intern. Personal growth can take many forms during your Internship and as you are former students transitioning into a new stage of life there can be many issues to address. The Internship program provides an opportunity for self-discovery by guiding Interns through a process of goal setting, developing interpersonal skills, direction setting, and mission identification and preparedness. As an intern you will be given access to personal coaching that will assist you in pursuing your future goals. A coach would be there to listen to your concerns and to help give guidance and encouragement to you along the way.

***Professional Development***

Throughout the year, you will participate in scheduled learning opportunities, workshops and discussions on topics relevant to leadership in general and specific project or business areas to develop your professional understanding and competencies, such as strategic planning, writing for business and publication, public speaking and powerful presentations, marketing vs. branding, managing change etc.

###### Career Transition

During the Intern year you will receive personality, social perception, and occupational interest assessmentand professional coaching to assist you in transitioning from internship into the next step in your career. The program will also introduce you to potential new employers.

###### Project Area

Interns may be assigned certain project areas as the focus of their work while participating in the Internship program. These will correspond with different areas within the university such as fund development, marketing, communications, alumni and community relations, student life etc. Within any particular project area you may receive a number of different assignments and projects may at times come from areas outside of your assigned project areas as well – flexibility is foundational in optimizing the benefit of the Internship program.

1. **Intern Characteristics and Competencies**

**Education**

Undergraduate degree from TWU

**Experience**

Work experience in business, administrative or support services in a fast-paced, ever-changing environment is preferred; experience with a TWU department/faculty is an asset.

**Skills**

Reasonable skill and working knowledge of MS software including Word, Excel, PowerPoint, Access and other packages as required; familiarity with social networks.

**Abilities**

Outgoing and interested in others; leadership ability, a relationship-builder with strong customer service abilities; ability to work independently with a sense of urgency to prioritize work schedule and accomplish established goals; ability to self-start and manage projects, working well as a member or leader with multi-disciplinary teams that include a wide range of students, staff, faculty and off campus donors/clients/contacts; healthy intellectual curiosity; a problem solver with an innate ability to develop and work with others to implement solutions; strong communicator in spoken and written word; willingness to travel.

**Personal**

A warm-hearted, dedicated, committed and mature evangelical Christian with a keen desire to serve in family, church, work and the community; a firm commitment to TWU’s mission, values, Statement of Faith and Community Covenant; Godly characteristics and reputation, a pleasant personality with a positive and friendly attitude in the midst of a very busy and challenging university atmosphere.

1. **Commitment and Compensation**

The two Intern positions are full-time opportunities.

The 2017-2018 Internship program contracts run from approximately May 11, 2017 to May 10, 2018.

Compensation is provided at $2,333/month plus 4% vacation pay, minus statutory deductions, payable in semi-monthly installments on the 15th and last day of each month of the contract.

Interns will be required to sign and uphold the TWU Community Covenant, Statement of Faith and a Confidentiality Statement.

1. **Selection Process**

TWU alumni interested in the Internship program may apply to TWU Human Resources by completing the Internship Application Form (see page 4). The 2016-2017 Intern will participate in reviewing applications, interviewing candidates and making the final selection decisions and developing the orientation and development program for 2017-18. Two Interns will be selected to work in project areas including communications, government relations, and marketing, as well as general research and analytics to support the executive offices. Applicants with strengths and experience in these areas will be given preference.

**INTERNSHIP PROGRAM APPLICATION**



***President’s Office***

May 11, 2017 – May 10, 2018

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| --- | --- | --- | --- | --- |
| **Name** |  | | | |
| **Years attending TWU** |  | **Year Graduated from TWU** | |  |
| **Degree/Area of Study** |  | | | |
| **Email Contact** |  | | | |
| **Phone Contact** |  | | | |
| **Mailing Address** |  | | | |
|  | | | |
| **Relevant Work/Volunteer Experience:** | | | | |
|  | | | | |
| **References:** *(Please list 3 references – 2 who can comment on your work capabilities and 1 regarding your spiritual fit with TWU’s values)* | | | | |
| **Name** | **Email** | | **Phone** | |
| **1.** |  | |  | |
| **2.** |  | |  | |
| **3.** |  | |  | |
|  | | | | |
| **What best qualifies you for the President’s Office Internship Program?** | | | | |
|  | | | | |
| **What do you hope to learn during your Internship year?** | | | | |
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| **Please comment on how you see this Internship contributing to your personal relationship with Christ and your spiritual journey.** | | | | |
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| **Other Comments** | | | | |
|  | | | | |

**Please email your completed application and attached résumé to:**

Janis Ryder, Executive Director

Human Resources, TWU

at [Janis.Ryder@twu.ca](mailto:Janis.Ryder@twu.ca)

by noon on Friday February 10th, 2017

**For more information contact our current President’s Intern:**

Tarun Reddy – tarun.reddy@twu.ca