

Rutgers Summer Service Internship (RSSI) Initiative Employer Application Preview

Thank you for your interest in applying to be an internship site within the Rutgers Summer Service Internship (RSSI) Initiative's Summer 2022 cohort! If selected, you will be invited to participate in the student/employer matching day in late March. This will allow you an opportunity to interview selected students and provide your selection rankings that program administrators will use to match our student participants with your organization.

The Rutgers Summer Service Internship (RSSI) Initiative will provide meaningful summer internship experiences to Rutgers University sophomores and juniors at public service-orientated non-profit organizations and direct-service government offices while expanding their knowledge and skills to engage as active citizens. To ensure access to this opportunity, student participants will earn a \$5,000 stipend and tuition assistance for the associated 3-credit course.

Please complete this 10-20 minute application in its entirety to be considered. We highly recommend previewing the application and collecting your information before you begin. Note that the length of the application may vary based on the number of opportunities within your organization. If you have questions regarding this application or the information required within it, please refer to the [RSSI website](#) or contact us at rss-experiences@echo.rutgers.edu.

Please note that Rutgers University does not guarantee acceptance into RSSI upon application or guarantee that all placement sites or experiences will receive a matched student.

Section 1: Supervisor

Please respond to these questions from the view of the supervisor

1. First and Last name
2. Work email (one that you respond to)
3. Professional title related to your role at the organization (ex: Assistant Director, Community Relations)
4. Description of your professional relationship with the intern
5. Is the intern's direct supervisor a paid, full-time employee (30+ hours) at your organization?

Please respond to these next questions from the viewpoint of the organization

1. Name of the organization you represent
2. Organization's full permanent business address (including city, state and zip code) and/or where the intern will complete in-person work:
3. Is the organization a public service-orientated non-profit organizations and direct-service government offices?
4. If your organization is a non-profit, are you registered as a 501(c)(3)?
5. If you are a government entity, please skip this question.
6. Brief organizational mission statement.

Note: To meet RSSI eligibility, this must include service to the community.

7. Organization's website/URL:
8. Is the intern required to make any financial investment into the internship as a condition for or prior to beginning the internship?
9. Approximately how many full-time employees are at either the organization as a whole or at your particular location?
10. Please indicate the total number of unique internship type(s) you would like to be considered for this initiative.
For example, if you wish to offer a Project Planning internship and a Social Media internship, please select '2'.

11. Please affirm that the following is true about the internships you will provide by selecting all the boxes below:

Note: Positions without all the following items will most likely be rejected.

- a. The intern will be meeting with their supervisor at least once per week.
- b. The intern will receive an orientation to the organization.
- c. There is stability within the intern's position, meaning that this role will not drastically change at any point.
- d. The intern will have an opportunity to learn about who is within their department.
- e. The intern will have an opportunity to ask questions and receive constructive, professional feedback.
- f. This intern will NOT replace a full-time role.
- g. The intern will not receive an additional wage from the organization during the 10-week program. Rutgers University will provide the intern with a \$5,000 stipend in three installments to support the education and employment.
- h. The internship is primarily an in-person experience unless the university determines a switch to remote is warranted due to health and other environmental factors.
- i. The internship is located in a non-residential space. A non-residential space refers to designated office space, shared workspace, or a separated, designated office space with a separate entrance located in a residential home
- j. The intern will work with your organization for at least 200 hours over a minimum of 10 weeks (approx. 20 hours per week) from May 31 to August 17.

Section 2: Intern Experience

Employers will have the opportunity to designate if you would like to offer up to 4 unique internship experiences at their site. Employers will need to fill out all pertinent details for each unique experience.

INTERNSHIP #1: Please respond to the questions below regarding your potential intern(s) and what they will be focusing on during their experience.

1. Title of the Internship Position:
Example: Social Media Intern or Social Media Internship
2. Number of vacancies associated with this role:
(Example: If you have two openings for this exact same internship, please select two.)
3. Please select the region from the list below that best describes where this internship experience will physically take place.
4. Please select the category that best suits the role this position represents:

- a. Accounting
 - b. Advertising, Media and/or Public Relations
 - c. Community & Social Services
 - d. Data & Analytics
 - e. Design/Art
 - f. Education/Teaching/Training
 - g. Environmental/Sustainability
 - h. Fundraising & Event Management
 - i. Human Resources/Administration
 - j. Information Technology
 - k. Marketing
 - l. Political Organizing/Lobbying
 - m. Project Management
 - n. Research/Science
 - o. Social Media
 - p. Web Development
 - q. Writing/Editing
 - r. Other _____
5. Please list between four (4) and seven (7) specific responsibilities (e.g tasks, projects, focus points, etc), that the intern will complete during the experience. Please ensure that no more than one (1) of them is clerical/administrative in nature.

(Appropriate example of one responsibility: The intern will support social media operations and help increase engagement through Instagram, LinkedIn, Twitter, Blog Posts, etc.

6. Select the public service pathway from the list below that best represents this internship experience.
- a. Community Engaged Learning and Research
 - b. Community Organizing and Activism
 - c. Direct Service
 - d. Philanthropy
 - e. Policy and Governance
7. One of the primary goals of this initiative is to **provide students with opportunities for civic and community engagement**. As such, sponsored interns must have opportunities to **engage directly with the community served by your organization** and discuss with the supervisor some of the challenges the organization is trying to address.

Suppose direct community interaction is impossible (for example, confidentiality concerns). In that case, the intern must have a chance to interact with full-time employees who engage in direct service to the community.

Briefly describe how this position will engage with the community or with employees who engage the community:

This section will focus on the internship's professional skill-building and career development

8. Please indicate at least THREE (3) items that would be considered learning or professional development goals or non-tangible skills for the intern. They can be general items, role-specific, industry-specific, or organization-specific.

Section 3: Employer Acknowledgement and Signature

By participating in RSSI, it is understood that:

- The intern will report to work promptly or notify the organization and intern supervisor immediately in the event of an emergency.
- The intern will direct energy to the completion of work, required hours, employer tasks/responsibilities, and course assignments.
- The intern and/or the supervisor will notify Rutgers and/or RSSI administrators immediately if there are any changes in the job duties that are inconsistent with the terms to which were initially agreed.
- The intern will adhere to and abide by all Rutgers policies and procedures. Rutgers policies are subject to revision, and it is the student's responsibility to be knowledgeable of the current text or status of all Rutgers policies and procedures.
- The intern must authorize internship employers to release evaluations to their instructors and Rutgers by extension.
- The supervisor will recognize the student intern as a "trainee" and provide appropriate learning experiences and appropriate supervision throughout the duration of the internship.
- The supervisor will complete the appropriate RSSI-required evaluations with the student.
- The supervisor will promptly notify Rutgers and/or the RSSI administrators of any significant change to the status of the internship prior to terminating the position.
- The supervisor will agree to participate in a site visit if deemed necessary.
- Rutgers will provide asynchronous academic instruction concurrent with the internship.
- Rutgers and the supervisor will provide guidance as necessary Rutgers grants academic credit as approved toward the completion of the student's degree if the conditions of the internship are fulfilled in accord with University and course policy.

Signature Box

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