

## **RSSI Student Application 2023**

Before completing the Rutgers Summer Service Internship (RSSI) Program Summer 2023 Application below, **please collect/draft the following items: resume, unofficial transcript, contact information for two references, and responses to the essay questions. All materials must be submitted via this form by December 14.** It is important to note that students cannot save draft version(s) of this form and return to it later.

### **1. Notes for supporting materials:**

- a. **Resume:** One page preferred, two pages maximum (Need Assistance? Career Advising Resources: [Camden](#) | [New Brunswick](#) | [Newark](#))
  - b. **Unofficial Transcript:** Rutgers transcript, including your current semester of classes. If you are transfer student and have been at Rutgers for less than one academic year, please include transcripts from previous colleges/universities.
  - c. **Two References:** Provide the name, title, organization, and email address of two contacts who can speak to your experiences and work ethic. References can include advisors, faculty, staff, supervisors, etc. Your references should not be related to you, and one should be academic. Reference checks are conducted when more information is needed to determine between two or more equal candidates.
2. **Essay Prompts:** Responses will allow the selection committee the opportunity to learn more about each candidate. **Please craft your responses in a word processing application (MS Word, Google Doc, etc.) to ensure your answer is within the noted word limit of each essay prompt.**
- a. Why are you applying, what do you hope to get out of RSSI, and why should you be selected? Please describe your interest in public service and how it might relate to your career goals. Applicants are encouraged to include previous relevant experience or related personal experiences. (300 words or less)
  - b. Tell us about a time you encountered someone with a perspective different from your own. How did you approach the situation to work across differences? (200 words or less)
  - c. Tell us about a time when you encountered an unexpected problem at school, in the workplace, at a co-curricular activity, or in your personal life. What was your approach to solving the problem? What motivated you to persevere through adversity? And what did you learn from that experience? (200 words or less)
  - d. Is there anything else we should know about you? (optional)

When you **submit your application**, you will see a confirmation screen and receive a copy of the submitted application to the email you provided.

All students will be notified of their selection into the program by mid-February 2023. Selected students must confirm acceptance prior to participating in interviews with internship sites.

## **Applicant Information**

1. First Name: (should match the name on your Rutgers account)
2. Last Name: (should match the name on your Rutgers account)
3. Preferred First Name:
4. Rutgers University ID Number (RUID):
5. Net ID:
6. Preferred Email Address:
7. Cell Phone Number:
  
8. Citizenship Status (this is confidential and will only be used to process stipend and tax information):
  - a. US Citizen
  - b. Permanent Resident
  - c. International Student
  - d. Other
  
9. Optional - Gender Pronouns:
  - a. He/him
  - b. She/her
  - c. They/them
  - d. He/they
  - e. She/they
  - f. Other: \_\_\_\_\_
  
10. Optional - Race/Ethnicity (mark all that apply):
  - a. Asian American/Pacific Islander
  - b. Black/African-American
  - c. Latina/o/x/e
  - d. Native American/Alaska Native/Native Hawaiian
  - e. Middle Eastern/North African
  - f. White/Caucasian
  - g. Multi-racial
  - h. Other: \_\_\_\_\_
  
11. Optional - Are there languages other than English in which you are fluent or have a working proficiency?
  - a. Arabic
  - b. Cantonese and/or Mandarin
  - c. Farsi
  - d. French

- e. Haitian Creole
- f. Hindi, Bengali, and/or Marathi
- g. Korean
- h. Polish
- i. Portuguese
- j. Russian
- k. Spanish
- l. Ukrainian
- m. Other: \_\_\_\_\_

## Academic Information

1. Primary Campus:
  - a. Rutgers-Camden
  - b. Rutgers-New Brunswick
  - c. Rutgers-Camden
  
2. *Display This Question if Primary Campus = Rutgers-Camden – Primary Academic School*  
(Undergraduate only)
  - a. College of Arts and Sciences
  - b. Rutgers-Camden Honors College
  - c. School of Business
  - d. School of Nursing
  - e. University College
  - f. Other: \_\_\_\_\_
  
3. *Display This Question if Primary Campus = Rutgers-New Brunswick – Primary Academic School*  
(Undergraduate only)
  - a. Douglass Residential College
  - b. Edward J. Bloustein School of Planning and Public Policy
  - c. Mason Gross School of the Arts
  - d. Rutgers Business School – New Brunswick
  - e. Rutgers Honors College
  - f. School of Arts and Sciences
  - g. School of Communication and Information
  - h. School of Engineering
  - i. School of Environmental and Biological Sciences
  - j. School of Management and Labor Relations
  - k. School of Nursing – New Brunswick
  - l. School of Social Work
  - m. Other: \_\_\_\_\_
  
4. *Display This Question if Primary Campus = Rutgers-Newark – Primary Academic School*  
(Undergraduate only)
  - a. School of Arts and Sciences
  - b. School of Criminal Justice
  - c. School of Nursing – Newark
  - d. School of Public Affairs and Administration
  - e. Rutgers Business School – Newark
  - f. Rutgers Newark Honors College

g. Other: \_\_\_\_\_

5. Major: \_\_\_\_\_

6. Minor (if any): \_\_\_\_\_

7. GPA (Overall Cumulative GPA): \_\_\_\_\_

**On a 4.0 scale. Transfer students should list most recent overall cumulative GPA.**

8. Expected graduation date: (MM/YY)

**Note: Only current sophomores and juniors are eligible to apply**

## **Attach Supporting Documents and Reference Contacts**

Click on 'Choose File' button below to upload each of the required documents. All files must be in Adobe PDF or MS Word format and include applicant name on top of first page. Additionally, reference checks are conducted to make a determination between two equal candidates.

1. **Resume:** One page preferred, two pages maximum.
2. **Unofficial Transcript:** Unofficial Rutgers transcript (download and save as Adobe pdf file or copy/paste into MS Word document). Transfer students must attach unofficial transcript from previous college and class list for current semester. All files must be in Adobe Acrobat (pdf) or MS Word (.doc/.docx) format. Students with grade concerns are welcome to upload a narrative explanation in additional attachment field.
3. **Optional: Additional Attachment** Secondary transcript (transfer students) or narrative explanation.
4. **Two Reference Contacts:** Please provide the name and email address of two contacts who can speak to your experiences and work ethic. References can include advisors, faculty, staff, supervisors, etc. Contacts should not be related to you. Reference checks are conducted when more information is needed to determine between two or more equal candidates.
  - a. 1: Reference Contact (Name, Title, Organization, and Email Address)
  - b. 2: Reference Contact (Name, Title, Organization, and Email Address)

## Essay Prompts

Essay prompts will allow the selection committee the opportunity to learn more about each candidate. Provide a thorough response that fully answers the prompts. **Please craft your responses in a word processing application (MS Word, Google Doc, etc.) to ensure your response is within the noted word limit of each essay prompt.**

1. Why are you applying, what do you hope to get out of RSSI, and why should you be selected? Please describe your interest in public service and how it might relate to your career goals. Applicants are encouraged to include previous relevant experience or related personal experiences. (300 words or less)
2. Tell us about a time you encountered someone with a perspective different from your own. How did you approach the situation to work across differences? (200 words or less)
3. Tell us about a time when you encountered an unexpected problem at school, in the workplace, at a co-curricular activity, or in your personal life. What was your approach to solving the problem? What motivated you to persevere through adversity? And what did you learn from that experience? (200 words or less)
4. Is there anything else we should know about you? (optional)

## Program Internship Information

1. Have you ever completed an internship (paid or unpaid) as an undergraduate student?
  - Yes, I completed an internship before as an undergraduate student or currently have one this term. (Please ensure this is on your resume)
  - No, I have never had an internship as an undergraduate student. This would be my first.
  
2. Rank order the **public service pathways** that most interest you: (1: most interested, 5: least interested)
  - **Community Engaged Learning and Research:** Connecting coursework and academic research to community-identified concerns to enrich knowledge and inform action on social issues.
  - **Community Organizing and Activism:** Involving, educating, and mobilizing individual or collective action to influence or persuade others.
  - **Direct Service:** Working to address the immediate needs of individuals or a community, often involving contact with the people or places being served.
  - **Philanthropy:** Donating or using private funds or charitable contributions from individuals or institutions to contribute to the public good.
  - **Policy and Governance:** Participating in political processes, policymaking, and public governance.
  
3. Select ALL of the **job functions** in which you have an interest in working:
  - Accounting
  - Advertising, Media, Public Relations
  - Community & Social Services
  - Data & Analytics
  - Design/Art
  - Education/Teaching/Training
  - Environmental/Sustainability
  - Event Planning
  - Fundraising
  - Human Resources/Administration
  - Information Technology
  - Marketing
  - Political Organizing/Lobbying
  - Project Management
  - Research
  - Social Media
  - Web Development
  - Writing/Editing



- Other: \_\_\_\_\_
4. Rank order the **geographical regions** that you prefer to work during the summer:  
(1: most interested, 5: least interested)
    - Southern New Jersey
    - Central New Jersey
    - Northern New Jersey
    - New York City
    - Philadelphia Region
  
  5. Is there a region(s) in which you are unable to work this summer? Select all that apply (if any).
    - Southern New Jersey
    - Central New Jersey
    - Northern New Jersey
    - New York City
    - Philadelphia Region
  
  6. Have you applied or are you planning to apply to another Rutgers summer internship program?  
(ie. Camden Chancellor's Mayoral Internship, Eagleton Washington DC Internship Award, Newark Humanities Price Scholars, etc.)
    - Yes
    - No
  
  7. *Display This Question if Yes – Which programs?*

### **Applicant Affirmation**

Please read fully the statements below and check each one to affirm your understanding:

- I affirm that all information I submitted as part of this application is accurate to the best of my knowledge.
- I understand that all communication about the RSSI Initiative will come from RSSI@echo.rutgers.edu and I will add this email to my contacts so that I don't miss important email communications.
- I acknowledge that I will have an opportunity to interview with qualified internship sites during the interview day(s) in March 2023.
- If selected, I must complete all RSSI requirements including at least 150 hours in a public service internship at a non-profit or direct-service government office over a 10-12 week period between late May and mid-August 2023, complete the concurrent virtual asynchronous internship course, participate in the three (3) RSSI seminars/events, and participate in social media requests.