

Associated Students Flacks Internship

2018-2019 Application

Personal Information:

Name:

Address:

Phone #:

E-mail:

Years at UCSB:

Major(s)/Minor(s):

Cumulative GPA:

Last Quarter GPA:

Units Completed:

Two personal references (Different from recommendation forms):

1. Name:

Relationship:

Phone #

2. Name:

Relationship:

Phone #

Please turn in completed application to Denise Rinaldi in the Associated Students Administrative Office, by Friday, March 9, 2018 at 5:00 p.m. Complete applications will include the following:

- Personal Information Sheet (this page)
- Answers to the Application Questions (see reverse)
- Answers to the Internship Questions (see attached)
- Two completed Recommendation Forms (see attached)
- Resume that includes past and present activities
- Current unofficial transcript (from GOLD)

If you have any questions, please contact Denise Rinaldi at deniser@as.ucsb.edu 893-4141, or Dr. Marisela Marquez at mariselam@as.ucsb.edu, 893-4141.

General Application Questions

Please answer the following questions on a separate sheet of paper, restating the question before your answer.

1. What are your future goals and plans? How would a leadership position in the Division of Student Affairs contribute to these plans?

2. Please list all of the commitments you have planned for next year including an estimate of how many hours per week you think you will spend on each activity.

Description of Activity	Fall hr/wk	Wtr hr/wk	Sp hr/wk
Classes/Academics How many units?			
Work/Volunteering			
Clubs/Organizations			
Other (please specify)			

Should you be selected, how do you plan to balance your commitments next year?

3. Identify the leadership skills and abilities you feel are necessary for this internship. Discuss where you feel your strengths lie and where you could benefit from further training.

4. Is there anything further that you think is important for the selection committee to know about you?

Internship Questions

After carefully reading the job description, please answer the following :

Richard Flacks Leadership Internship

1. If you were selected, what would you hope to gain if you held the Flacks Leadership Internship? What related work experience would you bring ?

2. Please list and discuss in rank-order the three most critical issues currently affecting UCSB students.

3. Select one of the critical issues you identified and explain how you might address that issue as the Flacks Leadership Intern.

INTERN RECOMMENDATION FORM — 2018-19

_____ has applied for Flacks Intern in Associated Students

This intern has considerable responsibility for coordinating programs and interacting with a variety of members of the university community from students and faculty to staff and high-level administrators. We rely on the intern to be professional and carry out high-level tasks with little or no supervision.

Your recommendations in the areas below are very important to our selection process. We would appreciate your candid appraisal of this applicant's potential in the areas listed below and on the reverse side. We realize that you may not be able to make meaningful ratings on all of the characteristics, so please feel free to indicate that you have no basis for judgment if indeed you do not. We will need your recommendation no later than **Friday March 9, 2018**. Please mail it to: Denise Rinaldi, Associated Students Administration, University Center Room 2537 UCSB, Santa Barbara, CA 93106-6081 or FAX it to us at (805) 893-7734 or via email at deniser@as.ucsb.edu. If you would like more information about the position, please do not hesitate to call (805) 893-4141. Thank you for your help.

Denise Rinaldi
 Assistant Director for Human Resources and External Communication
 Associated Students

Please use the following scale to rate the applicant in the areas below (circle your choice):

0 = Don't Know 1 = Poor 2 = Weak 3 = Average 4 = Strong 5 = Outstanding

- | | | | | | | |
|--|---|---|---|---|---|---|
| a) Able to complete tasks correctly and on time. | 0 | 1 | 2 | 3 | 4 | 5 |
| b) Works effectively with minimal supervision. | 0 | 1 | 2 | 3 | 4 | 5 |
| c) Pays close attention to detail and/or keeps accurate records. | 0 | 1 | 2 | 3 | 4 | 5 |
| d) Works well with others and is adaptable. | 0 | 1 | 2 | 3 | 4 | 5 |
| e) Takes the initiative and is motivated to do well. | 0 | 1 | 2 | 3 | 4 | 5 |
| f) Articulate and clear in verbal expression. | 0 | 1 | 2 | 3 | 4 | 5 |
| g) Comfortable speaking in front of others. | 0 | 1 | 2 | 3 | 4 | 5 |
| h) Sensitive to the needs of others in a group situation. | 0 | 1 | 2 | 3 | 4 | 5 |
| i) Able to relate well to those different from him/herself. | 0 | 1 | 2 | 3 | 4 | 5 |
| j) Has a degree of tact in difficult situations. | 0 | 1 | 2 | 3 | 4 | 5 |
| k) Capable of managing several projects at one time. | 0 | 1 | 2 | 3 | 4 | 5 |
| l) Exhibits leadership skills in a variety of settings. | 0 | 1 | 2 | 3 | 4 | 5 |
| m) Is inspiring to others, stands out in group efforts. | 0 | 1 | 2 | 3 | 4 | 5 |
| n) Comfortable sharing his/her experiences with others. | 0 | 1 | 2 | 3 | 4 | 5 |

— continued on other side —

In general, how would you recommend this person for this position (or these positions)?

_____ Recommend eagerly

_____ Recommend with reluctance

___ Recommend

___ Would not recommend

How long have you known the applicant? _____

Relationship to student requesting the reference: _____

Please use this space for your recommendation. Feel free to attach a separate piece of paper if necessary.

Name of person providing reference (please print): _____

Signature: _____ Date: _____

Please return form to: Denise Rinaldi, Associated Students Administration, University Center Room 2537 UCSB, Santa Barbara, CA 93106-6081 or FAX it to us at (805) 893-7734 email: deniser@as.ucsb.edu. **Thank you for your assistance.**