

potential UniServ Interns must be postmarked or e-mailed no later than **March 30, 2012** and should be sent to:

Oliver Jones
Area Coordinator
Illinois Education Association-NEA
530 East 22nd Street, Bldg. D
Lombard, IL 60148
-or-
Holly.surveillance@ieanea.org

The Committee will accept for consideration:

1. At least two (2) letters of recommendation with one from group (a) and one from group (b) below:
 - a. UniServ Director (*If you are a current IEA employee, then your supervisor.*)
 - b. Local president, region council chair, or colleague
 - c. Any other appropriate individuals

These letters of recommendation will be treated as confidential. Each of these persons should be given a copy of the Guidelines for Letters of Recommendations (listed on page 3 of the UniServ Intern Program booklet). Letters of recommendation should be mailed directly to Oliver Jones or e-mailed to Holly Surveillance (Holly.Surveillance@ieanea.org) by **March 30, 2012**.

2. Bring to the interview materials you have developed, e.g., training materials, newsletters, newspaper articles, fliers, and other items.

Interviews are scheduled for **May 4-5, 2012** at the Bloomington Regional Office. Please note there are no alternate dates available for interviews. If an applicant is unable to interview on May 4-5, 2012, then he/she should consider applying the following year.

DOWNLOAD AN APPLICATION FROM
www.ieanea.org

Brochure printed by the IEA Print Shop which employs union labor.
1/2012

IEA NEA
Illinois Education Association
100 East Edwards Street
Springfield, IL 62704-1999
www.ieanea.org

Picture your perfect career path . . .



. . . in the IEA UniServ Intern Program

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. . . in the IEA UniServ Intern Program

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IEA NEA
www.ieanea.org
ILLINOIS EDUCATION ASSOCIATION

The Illinois Education Association-NEA's mission is to effect excellence and equity in public education and to be THE advocacy organization for all public education employees.

IEA Mission Statement



Opportunity

The purpose of this program is to provide an opportunity for IEA members, associate staff, paraprofessionals, and administrative assistants interested in securing professional staff positions an opportunity to experience UniServ professional staff work. All active members of the IEA, associate staff, paraprofessionals, and administrative assistants will be eligible; however, the IEA is committed to an affirmative action program so we are actively seeking minorities and women to apply. The program will function in a manner similar to a student-teacher program in that the intern will be assigned to work in a specific area, under the supervision of a selected UniServ Director. It will not be the intention of the UniServ Intern Program to replace staff positions. The UniServ Intern Program will be an on-the-job learning situation. The internship will begin on June 18, 2012 and conclude on June 17, 2013.

Eligibility

- ▶ Be an active member, an associate staff person, administrative assistant, or a paraprofessional.
- ▶ Have an automobile and valid driver's license.

Criteria

- ▶ Strong desire and commitment for future employment in professional staff work in Illinois
- ▶ Subscribe to the mission of the IEA-NEA
- ▶ Strong interpersonal and communication skills

- ▶ Demonstrated leadership
- ▶ Willingness to demonstrate a rigorous work ethic
- ▶ Commitment to be a life-long learner
- ▶ The ability to take initiative and to problem solve
- ▶ Some experience or practical knowledge in negotiations, grievance processing, political action, organizing, public relations, writing, and public speaking
- ▶ Demonstrated ability to work effectively as a member of a team
- ▶ Ability to deal with sensitive matters in a tactful manner
- ▶ Knowledge of current educational issues

Program

Each person interested in the UniServ Intern Program will complete an application form and submit a minimum of two letters of recommendation. Refer to the application procedure for more information. A committee that includes the Director of Field Services, Area Coordinators, Director of the Center for Educational Innovation, and selected UniServ Directors will conduct the interviews. The intern will work under the direct supervision of the Director of Field Services or the Area Coordinator and the appropriate UniServ Director mentor.

At the beginning of the UniServ internship, an orientation scheduled for June 18, 2012 will take place with the intern, UD mentor, and Area Coordinator to assess the current experiences of the intern and to plan a

program for the upcoming year. A summary of the meeting will be provided to the intern, UD mentor and the Director of Field Services by the Area Coordinator. Meetings are held at least every three months with this team to review the experiences of the intern and assess the progress of the intern's program.

For the 2012-2013 intern program, interns will work after school and on weekends with occasional release time to attend trainings, in-services, meetings of professional staff and other key activities in the assigned region. Interns will spend approximately forty hours a month, which will include meetings with the mentor and work in the field. The UD mentor and Area Coordinator will work with the intern to assist in acquiring release days from the employer. IEA will reimburse the intern's employer for the cost of substitutes during released days.

Each intern will receive compensation of \$400 a month. The intern will have opportunities to attend trainings, in-services, and meetings of professional staff. The intern will be reimbursed for food and lodging while on assignment according to the same policies and agreements established for the IEA staff, and the IRS established mileage reimbursement.

Completion of this program does not automatically mean inclusion in the IEA UniServ Hiring Pool. The procedures currently in place for admittance into the IEA UniServ Hiring Pool will be followed.

Application Procedure

An electronic application is available on the IEA website (www.ieanea.org) under employment. **IEA will not accept handwritten copies of the application.** Electronic applications and resumes from

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