

# Barbara Seaquist Williams Leadership Intern

## Office of Volunteer Programs

Volunteer Programs cultivates community partnerships that are designed to give students multiple entries to explore pathways to community involvement, global awareness, and civic responsibility. We play a vital role in shaping the development of Illinois students through creation and implementation of intentional co-curricular and curricular programs, professional development activities, service education, and reflection. Volunteer Programs will enable students to realize, discuss, and address critical, societal issues and gain the knowledge and capacity to be lifelong agents of change worldwide. We are supported by the Office of the Vice Chancellor for Student Affairs and part of Student Engagement.

This internship was established in honor of Barbara Seaquist Williams, a 1949 graduate of the University of Illinois. She was truly dedicated to volunteerism and the effects and rewards it provided to the Illinois and the surrounding communities. Barbara served as a volunteer for many programs and events while maintaining a commitment to several student organizations.

This paid internship position provides the opportunity for a student to work with the Champaign-Urbana community and its ever-changing needs. The intern will engage in community service and organize volunteer project with their major and interest areas in mind. The intern will network with social service and nonprofit professionals and develop a climate of sustainable engagement on and off-campus. The intern will also learn skills in project development and volunteer administration.

### Qualifications/Expectations:

- Will be either a **junior or senior** class status beginning Fall 2021
- Previous volunteer and leadership experience
- Ability to work with diverse population of students and organizations
- Strong leadership, interpersonal, and creative problem-solving skills
- Demonstrated program and project management skills
- High academic achievement (a minimum 2.8/4.0 GPA)
- Completion of an Illinois Leadership Center I-Program (<http://leadership.illinois.edu/i-programs>)
- Available to work 12-15 hours per week for both fall and spring semesters, plus attend staff meetings as requested
- Assists with Day of Service, Donation Drives, Service Saturdays, and other programming that forwards the mission of Volunteer Programs, Student Engagement, and the Division of Student Affairs
- Designs and implements Service After Dark Welcome Week Programs with support of Volunteer Programs professional staff
- Pay Rate: \$12/hr.

### Position Information:

- One position will be available to start during the Fall 2021 semester & for one academic year only.
  - The following materials must be submitted to [Handshake @Illinois](mailto:Handshake@Illinois)
    - A professional resume that highlights past and present student involvement, employment, educational, and volunteer experiences.
    - Proof of completion of an [ILC I-Program](#)
    - A cover letter that addresses why you are interested in this position, a description of a topic, social or global issue, or program you would like to explore, and how you can mitigate issues or raise awareness through volunteer engagement
  - Have two references provide letters of recommendation that describe how they know you, and why they feel you would be a good fit for this position as outlined in the description. **Reference letters should be emailed to April Garrison, Senior Program Coordinator at [aprilng@illinois.edu](mailto:aprilng@illinois.edu)** from each author. Suggested references are

University of Illinois faculty, staff, or administrators; current or recent employer or volunteer coordinator (on or off-campus). You can email April with questions.

- Candidates selected to move forward with evaluation of skills, qualifications, and interest will be invited to participate in a virtual interview via Zoom or MS TEAMS during Spring 21 Finals Week
  - Application Deadline for materials: 11:59 PM on Thursday, April 22, 2021
  - Interviews and selection notices will occur before Friday, May 21, 2021