An orientation session will be held for Interns and mentors on a date to be determined following Intern selection.

Interns should discuss release time with their district administration prior to starting the program (a letter requesting leave time will be supplied if requested by the Intern).

If there is a conflict between a governance role and the Internship, it is understood that the Interns focus should be on the Intern Program.

**Application Procedure**

1. Submit an electronic application, available on the IEA website. All applications must be signed. If submitted electronically a signed copy should follow. If sent by email, application must be typed or completed electronically, printed, and signed before submission. IEA does not accept handwritten applications.

2. At least two letters of reference are required from:
   a. Your current UniServ Director; or immediate supervisor (if you are a current IEA employee).
   b. A current local president or Region Council Chair; or a colleague (if you are a current IEA employee). Letters of reference are confidential and should address direct experiences of the applicant with leadership skills, teamwork and collaboration, coaching others, interpersonal communication, and any specific skills in bargaining and advocacy.

3. Applicant completed self-assessment tool available on the IEA website. If you are selected for an interview you may bring any materials you have developed, e.g. training materials, newsletters, newspaper articles, fliers, or other items to the interview.

All applications, letters of reference and the completed self-assessment tool must be postmarked or emailed no later than June 15, 2021 and should be sent to:

**Dina Ealy**
Administrative Assistant
Illinois Education Association-NEA
100 East Edwards St.
Springfield, IL 62704-1999
-or-
Dina.Ealy@ieanea.org

In person and remote interviews will be scheduled. Attendance and participation will be required at Professional Development trainings.
Picture your perfect career path in the IEA UniServ Program

Opportunity

The purpose of this program is to provide an opportunity for IEA members, Associate Staff, Administrative Assistants, and Paraprofessionals interested in securing Professional Staff positions an opportunity to experience UniServ Professional Staff work. All active members of the IEA, Associate Staff, Administrative Assistants, and Paraprofessionals will be eligible; however, the IEA is committed to an affirmative action program so we are actively seeking minorities, women and people of diverse backgrounds 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.

Eligibility

- Be an active member, an Associate Staff person, Administrative Assistant, or a Paraprofessional
- Have an automobile, valid driver’s license, and valid auto insurance
- Possess a degree from an accredited institution
- Attendance and participation at Intern Orientation, Summer Leadership Academy, and other mandatory meetings

Criteria

- Strong desire and commitment for future employment in Professional Staff work with IEA-NEA
- Subscribe to the mission of the IEA-NEA
- Strong interpersonal and communication skills
- Demonstrates leadership
- Demonstrates 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
- Demonstrates ability to work effectively as a member of a team

IEA is committed to an affirmative action program so we are actively seeking minorities, women and people of diverse backgrounds to apply.

- Ability to deal with sensitive matters in a tactful manner
- Knowledge of current educational issues
- Knowledge of skills of core competencies is expected. Core competencies are:
  - Coaching and developing others
  - In-depth problem solving and analysis
  - Member/stakeholder focus
  - Planning and organizing
  - Teamwork and collaboration
  - Interpersonal communications

Program

Each person interested in the UniServ Intern Program will complete an application form, online self-assessment and submit a minimum of two letters of recommendation. Refer to the application procedure on page two for more information. A committee that includes the Directors of Advocacy and Organizing and selected Professional Field Staff will conduct the interviews. The Intern will work under the direct supervision of the Directors of Advocacy and Organizing and the appropriate UD Mentor.

At the beginning of the UniServ Internship, a meeting will take place with the Intern, UD Mentor, and a Director of Advocacy and Organizing to assess the current experiences of the Intern and to plan a program for the upcoming year. 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 2021-2022 Intern program, Interns will work throughout the summer, after school, and on weekends with occasional release time to attend trainings, in-services, meetings of Professional Staff and other key activities. Interns will spend approximately forty hours a month, which will include meetings with the Mentor and work in the field. The UD Mentor and a Director of Advocacy and Organizing 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.

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.

Guidelines for Interns and Mentors

- Intern, mentors and Area Director of Field Services will develop a plan which outlines experiences the Intern needs throughout the year
- Intern will keep a log of experiences and activities as well as a self-reflective journal to share with the mentor and use to help develop necessary experiences
- Meetings of Interns, mentors and Managing Field Directors will occur every three months to review Intern experiences