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# ***IEA UNISERV***

## INTERN PROGRAM

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2023-2024



**ILLINOIS  
EDUCATION  
ASSOCIATION**

# OUR MISSION

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.

## OPPORTUNITY

The purpose of this program is to provide an opportunity for IEA members, Associate Staff, Administrative Assistants, and Paraprofessionals who are interested in securing professional staff positions 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 applicants who are members of marginalized communities, 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(s) (UD). It will not be the intention of the UniServ Intern Program to replace staff positions. The UniServ Intern Program is an on-the-job learning situation. The internship will begin with an orientation meeting on June 13, 2023 and conclude on June 7, 2024.

## 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
- College degree or equivalent (Bachelors' degree preferred)
- 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
- Commitment to racial and social justice
- Strong interpersonal and communication skills
- Demonstrates leadership qualities
- Demonstrates rigorous work ethic
- Commitment to life-long learning
- The ability to take initiative and to problem solve
- Experience in and practical knowledge of negotiations, grievance processing, political action, organizing, public relations, writing, and public speaking
- Demonstrates ability to work effectively as a member of a team
- Ability to deal with sensitive matters in a tactful and confidential manner
- Knowledge of current education issues
- Knowledge of the following core competencies is expected:
  - 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(s).

At the beginning of the UniServ internship, a meeting will take place with the Intern, UD Mentor(s), and a Director of Advocacy and Organizing to assess the current experiences of the Intern and to develop an individual learning plan 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 learning plan.

During the 2023-2024 Intern program, Interns will work throughout the summer, after school, and on weekends with occasional release time to attend trainings, inservices, meetings of Professional Staff and other key activities. Interns will spend approximately forty hours a month, meeting with the Mentor and working in the field. The UD Mentor(s) and a Director of Advocacy and Organizing will assist the Intern in acquiring release days from the employer. IEA will reimburse the Intern's employer for the cost of substitutes during release days.

Each Intern will receive compensation of \$400 a month. 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 guarantee 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

A sample application is included in the back of this booklet for your reference. An electronic application is available on the IEA website under the Employment section. ([ieanea.org/about/employment](http://ieanea.org/about/employment)) IEA does not accept handwritten copies of the application. Electronic applications and resumes from potential UniServ Interns must be postmarked or e-mailed no later than April 4, 2023 and should be sent to:

### Holly Survance

Administrative Assistant  
Illinois Education Association-NEA  
530 E. 22nd Street, Building D  
Lombard, IL 60148

Email:

[Holly.Survance@ieanea.org](mailto:Holly.Survance@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. Your current UniServ Director (If you are a current IEA employee, then your immediate supervisor; if your current UniServ Director is a temporary employee, or has been in the UniServ Director position for less than a year, please contact Holly Survance.)
  - b. Current Local President, Current Region Council Chair, or colleague
  - c. Any other appropriate individuals
2. Typed and signed application submitted by the applicant
3. Completed self-assessment submitted by the applicant, which is available at:  
<https://tinyurl.com/IEAtakesurvey>

Letters of recommendation shall be treated as confidential and will not be shared with individual applicants. Each of these persons should be given a copy of the Guidelines for Letters of Recommendations (listed on page 3). All letters of recommendation must be emailed ([Holly.Survance@ieanea.org](mailto:Holly.Survance@ieanea.org)) or mailed directly and postmarked by April 4, 2023 to Holly Survance.



# GUIDELINES

## FOR UNISERV INTERNSHIP APPLICATION RECOMMENDATIONS

If you are selected to interview, you may bring materials you have developed, e.g., training materials, newsletters, newspaper articles, fliers, and other items.

In-person interviews are scheduled for May 9-10, 2023. Please note there are no alternate dates available for interviews. If an applicant is unable to interview on May 9-10, 2023, then the applicants should consider applying the following year.

Attendance and participation are required at Intern Orientation (June 13, 2023) and Summer Leadership Academy (July 24-27, 2023) and other mandatory meetings. Mandatory meetings include the Fall Professional Staff meeting, Legal Update, Spring Professional Staff meeting, Intern/Mentor debriefs, and meetings with the Intern, Mentor(s), and Manager. If an applicant is unable to attend mandatory trainings and meetings, they should consider applying the following year.

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### A minimum of two letters of recommendation are required for this application process.

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*Please be sure all letters of recommendation contain the following information:*

- Applicant's name
- Respondent's name
- Respondent's position: Local President, Region Council Chair, UniServ Director

Letters of recommendation should provide information about the applicant and their experiences in association work. Particularly helpful are examples of the applicant's work and performance with specific emphasis on:

- Ability to take the initiative
- Problem solving skills
- Ability to deal with sensitive matters in a tactful and confidential manner
- Ability to work effectively as a member of a team
- Strong interpersonal and communication skills

It is also helpful to list areas in which additional experience is needed, if applicable. Letters should conclude with a statement outlining the respondent's opinion as to why (or why not) the applicant would be a good Intern. Letters of recommendation shall be treated as confidential and not shared with individual applicants. Each respondent should be given a copy of the Guidelines for Letters of Recommendations (listed on page 3). All letters of recommendation must be emailed (Holly.Survance@ieane.org) or mailed directly and postmarked by April 4, 2023 to Holly Survance.

#### Holly Survance

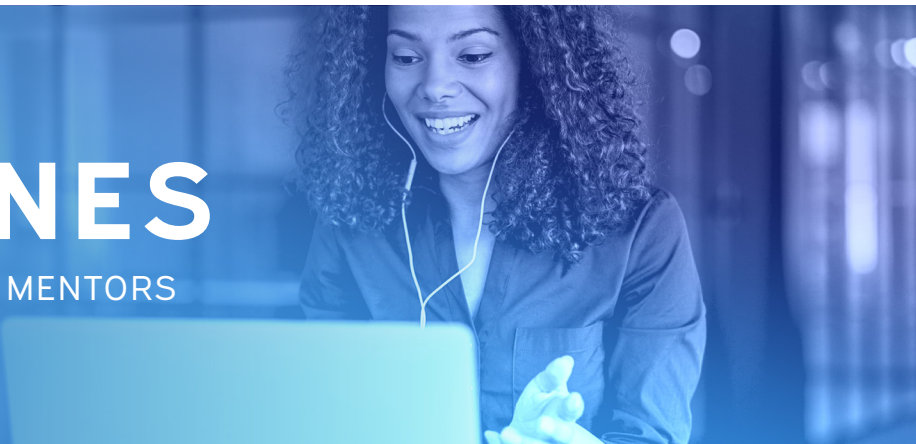
Administrative Assistant  
Illinois Education Association-NEA  
530 E. 22nd Street, Building D  
Lombard, IL 60148  
-or-  
Holly.Survance@ieane.org

DEADLINE FOR SUBMISSION OF LETTERS IS APRIL 4, 2023



# GUIDELINES

## FOR UNISERV INTERNS AND MENTORS



- The Intern, UD Mentor(s), and a Director of Advocacy and Organizing will develop an individual learning plan. The Intern will be provided a checklist of experiences, which will inform the learning plan.
- During the program, the Intern will keep a log of daily activities. This log will be helpful in conferences with the UD Mentor(s) to determine scheduling of future experiences.
- In addition to the log, the Intern will keep a journal to reflect on progress in the areas of skills, attitude and knowledge gained.
- Meetings will be held at least every three months with the Intern, UD Mentor(s), and a Director of Advocacy and Organizing to review the experiences of the Intern and assess the progress of the Intern's program.
- Every attempt will be made to build a networking system with other Interns (past and present). Time will be made available for the Interns to meet at various Professional Staff functions.
- An Orientation session and a debriefing session will be held for the Interns, Mentors, and a Director of Advocacy and Organizing. This Orientation for the 2023-2024 program will take place on June 13, 2023. Attendance is required for Intern Orientation.
- Summer Leadership Academy is held July 24-27, 2023. Attendance is required for Summer Leadership Academy.
- Interns need to have sufficient time to participate in this program to ensure a quality experience (40 hours/month). It is recommended that applicants discuss with their administrator(s) the need for some release time during the Internship prior to the interview on May 9-10, 2023. A sample letter requesting release time for the program is on the following page.
- If there is a conflict between a governance role and the Intern Program, it is understood that the Intern's focus should be on the Intern Program. The Intern experience will encompass a sequence of learning opportunities:
  - Shadowing/observing the UD Mentor(s)
  - Guided practice with the UD Mentor(s)
  - Independent practice
  - The Intern and UD Mentor(s) will debrief after each experience.

# SAMPLE LETTER REQUESTING RELEASE TIME FOR THE INTERN PROGRAM

{Date}

{Name} Superintendent  
{Name} School District  
{Street Address}  
{City, State, Zip}

Dear {Name of Superintendent},

I am considering applying for the Illinois Education Association (IEA) Intern Program for the 2023-2024 school year. If I am selected for the program, the one-year program would not impact my employment with the district with the exception of needing to attend some events that would occur during the school day.

It is my understanding that Interns generally need about 10 days during the school year to attend events which are separate and apart from the association leave days. ***IEA is willing to reimburse for the cost of a substitute so there will not be expenses incurred by the school district.*** The Intern program release days will provide several learning opportunities:

- Enhance leadership skills,
- Learn best practices in teaching and learning,
- Learn about legal issues facing districts, teachers, and ESPs,
- Provide exposure to classrooms outside of my experiences,
- Learn more about school finance,
- Other topics which add value for all of us.

This could be an extraordinary opportunity, and I hope you will approve my attendance to these events if I am chosen for the program. IEA is involved with efforts to develop district leadership teams, programs for new teachers, coaching programs for principals, closing the achievement gap, and major efforts to improve school funding in Illinois school districts. I believe the return for both of us will be more than worth it.

Thank you so much for your consideration.

Sincerely,

{Name}



- ☐ Active Member
- ☐ Associate Staff
- ☐ Admin. Assist.
- ☐ Paraprofessional

**ILLINOIS EDUCATION ASSOCIATION-NEA**  
**100 East Edwards Street**  
**Springfield, IL 62704-1999**

**APPLICATION FOR 2022-2023 UNISERV INTERN PROGRAM:**

**INSTRUCTIONS:** Please complete this application, answering all questions to the best of your ability. *Handwritten applications are not accepted.* An electronic form of the application is available at <http://www.ieanea.org/about/employment/>

**PERSONAL INFORMATION:**

Name		Date	
Street Address			
City		State	ZIP
Local Association			Region

Please check preferred phone number:

<input type="checkbox"/> Home Phone	<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Alternate Phone
Personal Email Address (Non-employment related email address only):		

How did you learn of the UniServ Intern Program? Explain:
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**AFFIRMATIVE ACTION:** IEA is committed to anti-racism, diversity, inclusion, equity, and fairness in hiring. We would appreciate you providing the following information. This is *voluntary* and will remain confidential:

<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Are there any physical conditions you would like to disclose?</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Gender Identity:</b>	
<b>Sexual Orientation:</b>	
<b>Preferred Pronoun(s):</b>	
<b>Ethnic origin:</b>	<b>If yes, please explain:</b>

## **EXPERIENCE:**

In each of the areas below, describe your specific experiences and accomplishments. These may relate to development of programs, actions you have initiated, and any other *relevant* tasks you have performed (inside or outside the association).

### **Organizing**

Membership recruitment, retention, and engagement:
Political action/lobbying:
Community-based engagement:
Crisis, issue, etc.:

### **Group Dynamics**

Development/delivery of training programs:
Organizational change processes (long range planning, strategic planning, etc):
Facilitation (difficult conversations, communication styles, reaching consensus, group process, team building):

### **Equity & Social Justice**

Working with diverse groups of people, reaching consensus, group processing, team building:
Participation in Social Justice reform or actions:

### **Advocacy**

Contract enforcement, dispute resolution, grievances/arbitration:
Negotiations:

### **Education Quality**

Leadership involvement at schools/worksites:
Current education issues:



**Communication/Technology**

Oral:
Written:
Use of technology:

**Positions Held in Local Association and/or Other Unions**


**Additional Work Experience and Other Activities Outside of Union Work**


**REASONS FOR APPLYING**

Please state as clearly and concisely as possible your interest in this internship and UniServ work:
Please explain your understanding of what UniServ work entails:

## EMPLOYMENT

List **all** previous work experience which may be relevant. List your most recent position first:



Employer:	Dates Employed		Position Title
	From	To	
Summarize your most important duties and responsibilities. Cite significant accomplishments.			

Employer:	Dates Employed		Position Title
	From	To	
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Employer:	Dates Employed		Position Title
	From	To	
Summarize your most important duties and responsibilities. Cite significant accomplishments.			

## EDUCATION

**Institution's Name and Address**

High School:	Dates of Enrollment		Did you graduate?
	From	To	
Major Field of Study:			

College or University:	Dates of Enrollment		Did you graduate?
	From	To	
Major Field of Study:			

Graduate Study:	Dates of Enrollment		Did you graduate?
	From	To	
Major Field of Study:			

Please mail or email no later than April 14, 2022 to:

Holly Survance  
Administrative Assistant  
Illinois Education Association-NEA  
530 E. 22<sup>nd</sup> Street  
Building D  
Lombard, IL 60148

or you can email to:

[Holly.Survance@ieanea.org](mailto:Holly.Survance@ieanea.org)

Please note that handwritten applications are not accepted. An electronic version of this application is available at:

<http://www.ieanea.org/inside-iea/employment/>

The committee will only consider for interview those individuals who have submitted complete applications. It is the *applicant's responsibility* to make sure all required documents are received by the application deadline of April 14, 2022.

The following checklist is provided to help you ensure that your application is complete:

Letters of recommendation [1(a) and 1(b) are required]:

- ☐ 1 (a) Your current UniServ Director (if you are a current IEA employee, then your immediate supervisor; if your current UniServ Director is a temporary employee or has been in the UniServ Director position for less than a year, please contact Holly Survance.)
- ☐ 1 (b) Current Local President, Current Region Council Chair, or colleague
- ☐ 1 (c) Any other appropriate individuals (optional)
- ☐ Typed application
- ☐ Completed self-assessment, which is available at:

<https://site.ieanea.org/survey/TakeSurvey.aspx?SurveyID=941L3m7M>

Please sign or type your name to indicate that the application is complete.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_