



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. The IEA is committed to an affirmative action program, and as such we are actively seeking applicants who are members of marginalized communities, minorities, and women. 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, 2024 and conclude on June 6, 2025.

ELIGIBILITY

- Be an active member, Associate Staff person, Administrative Assistant, or Paraprofessional.
- Have an automobile, valid driver's license, and valid auto insurance
- Possess a degree from an accredited institution (Bachelors or advanced degree preferred)
- Attendance and participation at Intern Orientation, Summer Leadership Academy, Legal Update, statewide Professional Staff meetings, and other mandatory meetings.

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.



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IEA UNISERV

INTERN PROGRAM

2024-2025



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PROGRAM

During the 2024-2025 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, meeting with the Mentor and working in the field. The UD Mentor 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 released 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 guarantee inclusion in the IEA UniServ Hiring Pool. The procedures currently in place for admittance into the IEA UniServ Hiring Pool will be followed.

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
- Demonstrated leadership qualities
- Demonstrated rigorous work ethic
- Commitment to life-long learning
- 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
- Demonstrated 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 and commitment to:
 - Coaching and developing others
 - In-depth problem solving and analysis
 - Member/stakeholder focus
 - Planning and organizing
 - Teamwork and collaboration
 - Interpersonal communications

HOW TO APPLY



An application is available online at ieanea.org/employment or scan the QR code with your smart phone's camera.

IEA does not accept handwritten copies of the application. Electronic applications and resumés from potential UniServ Interns must be postmarked or e-mailed no later than April 3, 2024 and should be sent to:

HOLLY SURVANCE

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

The Committee will accept for consideration:

1. At least two (2) letters of recommendation with 1 from group (a) and 1 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 application
3. Completed self-assessment, which is available at: tinyurl.com/IEAtakesurvey

