



# George W. Neilson Foundation



HELPING THE BEMIDJI AREA  
HELP ITSELF

The George W. Neilson Foundation is offering partial funding for employers to hire interns during the summer of 2016. The foundation is offering funding for up to 15 internships, including 14 positions in private business, pertaining to any major or program offered by Bemidji State University or Northwest Technical College, & one position in health/nursing.

## Funding includes:

- 50% of the hourly compensation for the intern will be paid by George W. Neilson Foundation, up to \$2,500 per internship.
- 50% of the compensation will be paid by the business.
- Businesses needs to be within 30 miles of Bemidji city limits.

*"An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent."*

National Association of Colleges & Employers (NACE).

## EMPLOYER INTERNSHIP APPLICATION SUMMER 2016

Employer/Organization Name: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Description: \_\_\_\_\_

Sector: Non-Profit ☐ Profit ☐

## CONTACT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Company's Website: \_\_\_\_\_

## INTERNSHIP INFORMATION

Internship Title: \_\_\_\_\_ Department: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_

Has your company hired an intern previously: Yes ☐ No ☐

☐ If available, include a job posting announcement that could be shared to advertise your internship opening.

## INTERNSHIP INFORMATION

**The successful candidate would have the opportunity to learn & be exposed to:**

*(Ex: Real world knowledge or working with clients & managing accounts, participate in regular staff meetings)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### **Position Requirements/Responsibilities:**

*List specific experience, qualifications, skills & personal attributes. May include tasks & duties to be completed. These skills would be relevant to the major/minor/concentration you are targeting, such as: assist with developing an employee handbook, edit a press release, provide social media marketing, etc.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### **Position Desired Skills/Knowledge**

*List specific experience, qualifications, skills & personal attributes sought. Example would be: Excellent written & verbal communication, proficient in Microsoft Office Suite, organized with ability to prioritize.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### **Academic Major/Minor/Concentration:**

*Please list the appropriate major(s) / minor(s) / concentrations(s):*

\_\_\_\_\_

**What type of training and/or orientation would be provided?**

\_\_\_\_\_  
\_\_\_\_\_

**Anticipated Work Schedule:** *(Example: Monday - Friday, or three days a week)*

Days per week: \_\_\_\_\_ Hours per week: \_\_\_\_\_

**Approximate Rate of Pay:** \_\_\_\_\_

## INTERNSHIP INFORMATION CONTINUED

Statement why Neilson funding is requested:

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Do you or your organization anticipate hiring someone in the next 1-5 years in a position related to this internship?

- ☐ Yes, and my organization has budgeted for the position
- ☐ No, my organization does not anticipate hiring someone in the next 1-5 years in a position related to this internship

Please read thoroughly, & by checking the box below, I acknowledge & agree that:

- ☐ I understand that the Neilson Foundation is an employer match program, and that the Neilson foundation will match wages paid up to \$2,500 during the dates of the internship agreement.
- ☐ I understand there is no guarantee that an intern will be placed with my organization as this is dependent on the quantity and quality of applications received as well as the quantity and quality of Intern Applications received. I understand that even if I request a specific student, this does not guarantee that an intern will be placed with my organization.
- ☐ Organizations posting internships and recruiting through Bemidji State University certify that they are equal opportunity employers, offering opportunities without regard to race, ethnicity, color, religion, creed, national origin, sexual orientation, gender, age, marital status, or disability.

### Tentative Timeline for the 2016 Neilson Foundation Internship Program

|                       |  |
|-----------------------|--|
| February 16           | Employers notified of participation                                |
| February 26           | Employers have their position posted/advertised in Connect2Careers |
| March 1               | Memorandum of Agreements, signed and returned to BSU               |
| February 26 - April 4 | Positions remain open to receive resumes                           |
| April 13              | Interviews completed by  |
| April 15              | Report to Career Services the successful candidate(s)              |
| August 19             | Invoices along with wage summary report submitted to BSU           |
| Prior to September 1  | Complete Employer Evaluation Survey of Internship Program          |

*\*Funding for the internship will begin May 9th and funding will end August 19th\**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Please submit by **February 12, 2016** to be considered  
Bemidji State University | Career Services | Molly Aitken-Julín  
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