COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Manhattanville High School Summer Internship Program 2013

In partnership with the local community, Columbia University is offering 15 paid summer internships for local high school students between July 8, 2013 and August 9, 2013 to help students gain practical work experience before graduation. Previous work experience is a plus, but not required. Students must live in one of the following local zip codes to be eligible for this program: **10025, 10026, 10027, 10029, 10030, 10031, 10032, 10033, 10034, 10035, 10037, 10039, 10040, 10451, 10454, 10455, and 10474**.

The internships are designed to provide each intern with experience in key projects and ongoing tasks within various schools and departments. Internships are available in various Columbia University schools and departments.

General Responsibilities
Interns will be responsible for supporting a variety of projects and/or administrative duties depending on the school or department where they are assigned. Responsibilities might include assisting Columbia University staff with key deliverables, creation and production of materials, and/or administrative project support.

Administrative functions may include photocopying and scanning documents, filing or shredding of papers, faxing, running errands, processing incoming and outgoing mail, answering telephones, greeting visitors, typing letters or composing excel spreadsheets of data, posting flyers and advertisements, assisting with set-up and clean up of events (making coffee and assembling refreshments) and other duties that may be assigned.

Must Have
Interns must have strong interpersonal, organizational and communication skills. Interns should be able to conduct themselves professionally, listen attentively, show initiative and demonstrate professionalism at all times. Interns must be able to work both independently and within a team environment. Interns also need to be reliable, mature, and responsible with their assigned work duties.

Preferred Qualifications
Interns should demonstrate knowledge in Windows and Microsoft Office applications. Interns may also be required to work within database applications and previous experience in this area would be an asset.

Application Procedures
Candidates must complete an application form and submit it with their cover letter and/or resume, letter(s) of recommendation, and any other supplemental information needed to accompany your application.

Please note that in accordance with New York State Law, all applicants must be able to provide an employment certificate (also called "working papers") before they begin work if selected for an intern position.

The New York State Empire State Development Corporation may require Columbia University to disclose each applicant's name, address, proof of residency and relationship to current Columbia University Employees to confirm program eligibility.

All interns will be paid a rate of $7.25 per hour.

Application Deadline: Friday, May 10, 2013

For more information, please email: highschoolinternship2013@columbia.edu

Please submit all Applications to the following email address: highschoolinternship2013@columbia.edu

Application Packets are due by 5:00pm Friday, May 10, 2013

Columbia University is an affirmative action/equal employment opportunity employer.

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MANHATTANVILLE HIGH SCHOOL SUMMER INTERNSHIP PROGRAM 2013

INTERNSHIP APPLICATION FORM

In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter and/or resume, letter(s) of recommendation, and any other supplemental information needed to accompany your application. All application items must be submitted as a complete package.

Name: _____

Home Address: _____

Telephone Number where you can be reached: _____

Email Address (please use an address you check daily): _____

Are you authorized to work in the U.S.? _____

Education:

School Name: _____

School Address: _____

Anticipated Graduation Date: _____ **Grade Point Average:** _____

Major: _____ **Career Interest(s):** _____

Please list any scholastic honors/achievements:

_____

_____

_____

Work History (Include *paid, volunteer, and intern positions*)

Most Recent Employer: _____ Location (City/State): _____

Your Position Title: _____

Start Date: _____ End Date: _____

Description of Duties:

_____

_____

Employer: _____ Location (City/State): _____

Supervisor (Name & Title): _____ Your Position Title: _____

Start Date: _____ End Date: _____

Description of Duties:

_____

_____

References: **May include but not limed to: teachers, supervisors, family members or volunteer work leaders.**

Name: _____ Telephone Number: (   ) _____ - _____

Company/School: _____

Relationship: _____ Known how long: _____

Name: _____ Telephone Number: (   ) _____ - _____

Company/School: _____

Relationship: _____ Known how long: _____

Written references may be submitted with an application. The letter of reference should site specific examples of the candidate's ability to successfully complete the internship if chosen.

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Accomplishments:

Community/professional organizations, honors and awards: _____

_____

Activities relevant to the internship for which you are applying:

_____

_____

_____

_____

_____

Why would you like to work as an intern at Columbia University?

_____

_____

_____

_____

_____

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_____

_____

_____

_____

How did you find out about the internship for which you are applying?

Advertisement (please list location): _____

Referral (list name of person):_____

School (list name of school):_____

Website (list name of website):_____

Is any member of your family currently employed by Columbia University?   **Yes** ☐   or   **NO** ☐

If yes, please list name, relationship, and department in which they are employed: _____

_____

Applicant: ☐ I have read and understand the program description and eligibility requirements.

I certify that all of the statements in this application are true and complete to the best of my knowledge.

Applicant Signature: _____ Date:_____

Parent /Guardian: ☐ I have read and understand the program description and eligibility requirements.

I certify that all of the statements in this application are true and complete to the best of my knowledge.

Parent /Guardian Signature: _____ Date:_____