



## **LAS 102 Intern Selection Information**

### **Job description and responsibilities**

LAS 102 Transfer Advantage (LAS 102) Interns are accomplished LAS transfer students willing to share their successful transfer experiences with incoming transfer students.

An LAS 102 internship offers our best students the opportunity to help others while enhancing their own skills and preparing for their chosen professions or advanced scholarship. They also serve an important role in helping first-year transfer students adjust to the University of Illinois. Past LAS 102 Interns said they developed many skills, such as public speaking, organization, quick thinking, confidence building, mentoring, and much more.

LAS interns meet with their LAS 102 classes, which have 20 to 25 students, for 80-minutes once a week for the first 8-weeks of the fall 2018 semester. In the class, interns familiarize their students with university resources, lead discussions, and promote collaborative learning.

### **LAS 399: Leadership and Professional Development**

Interns will receive three credits for their work with LAS 102. They must be enrolled in LAS 399: Leadership and Professional Development for both the second 8-weeks of spring 2018 and the 16-weeks of fall 2018.

In spring 2018, LAS 399 will meet for two hours once a week for interns to learn leadership, communication and facilitation skills that will prepare them to lead LAS 102. There's a mandatory Intern Retreat on March 10, 2018, 8am-5pm. Regular classes will then meet on Thursdays, 5pm-7pm starting on March 15. Interns will receive one credit hour in spring 2018.

In fall 2018, LAS 399 will meet for one hour a week on Mondays (TBA) for interns to plan for each week's classes and participate in seminars designed to further their own leadership and professional skills. Interns will receive two credit hours in fall 2018.

### **Eligibility:**

Required:

- Be a current LAS student, who entered Illinois as a transfer student.
- Be a Junior or Senior by Fall 2018, as determined by your graduation date (eligible graduation dates are Dec 2018, May 2019, Dec 2019 or May 2020).

- Be in good academic standing at time of application and throughout your appointment.
- Be available to take LAS 399 in both spring and fall 2018 semesters.
- Be available to attend the LAS Intern Retreat on Saturday, March 10, 2018, 8am-5pm.
- Be available to teach one section of LAS 102 in fall 2018.
- Be willing to make changes to your class schedule to fit LAS 399 and LAS 102.

Preferred:

- Have an Illinois cumulative GPA of 3.0 and higher.
- Have earned a grade of B or better in LAS 102 or other transfer orientation course in your first semester at the University of Illinois at Urbana-Champaign

### **Selection Timeline**

- January 29: Applications due by 5:00 p.m.
- February 9: Qualified candidates invited to interview.
- February 16: Interview Day.
- February 23: Candidates notified of outcome.
- March 1: Candidate accepts or declines offer.
- March 10: LAS Intern Retreat, 8am-5pm (MANDATORY).
- March 15: LAS 399 class starts.

To apply for the position, you must:

- Apply through Handshake at this link (<http://go.las.illinois.edu/LAS102Intern>) or once logged in to Handshake, search for Job ID#1256597.
- Submit your current resume (1 page).
- Submit a cover letter, stating your interest in the position and how it fits with your academic and professional goals (1 page).
- Submit answers to the following two essay questions in one document. Each essay must be no longer than 1-page, double-spaced, with 1" margins and 12pt font size. The only acceptable file formats are WORD and PDF:
  1. Essay 1: Reflect on your first semester as a transfer student here on campus and describe one lesson that you learned about yourself and U of I. How would you use that lesson learned as a teaching moment for your diverse group of students? What further advice would you want to give to your transfer students to help them succeed?
  2. Essay 2: Your students will come from a variety of backgrounds with unique experiences and abilities. How will you make everyone feel included? What skills should an LAS 102 intern have to work effectively with a diverse population? Discuss how you have demonstrated these skills.

**Questions?** Email us at [lasfirstyearexp@mx.uillinois.edu](mailto:lasfirstyearexp@mx.uillinois.edu).

Deadline for applications is **5:00 p.m., Monday, Jan. 29.**

**To learn more:** <http://www.las.illinois.edu/students/las102/>

**To apply:** <http://go.las.illinois.edu/LAS102Intern>