

# 2019

## EMPLOYMENT EXPLORATION PROGRAM

### Site Coordinator Application



**INDIANA  
LATINO  
INSTITUTE**



# 2019 Employment Exploration Program

## About

The Indiana Latino Institute (ILI) Employment Exploration Program is designed to expose incoming Latino freshman to careers in their desired fields of study. Selected individuals spend 125 hours working at their selected site and complete assignments to enhance their learning experience. Program participants receive professional development prior to beginning their experience, support from ILI staff throughout their program, and a scholarship for completing the program requirements.

## Purpose

The purpose of the ILI Employment Exploration Program is to expose Latino college freshmen students to professional development opportunities in their field of study. Students will receive a scholarship for completing all requirements of the summer program. Students will build relationships with their mentor and with ILI staff, to support them in achieving their goals.

## Eligibility Requirements

- Must complete program application and show academic ability
- Must be enrolled part-time or full-time at a college or university for the fall 2019 semester
- Must be between age 17-20
- **Must participate in mandatory training on Wednesday June 5<sup>th</sup>, Thursday June 6<sup>th</sup>, and Friday June 7<sup>th</sup>, 2019**

## Selection Process

Applicants must submit the following documents:

- Application
- Resume
- Official letter of acceptance
- High school transcripts

Potential program participants will be interviewed by ILI's Education Program Coordinator. Interviews and strength of documents will be considered when selecting and placing students for the program.

**Applications are accepted between February 1, 2019 and March 31, 2019.**

## Supervision and Time Expectation

Supervisors are expected to expose students to provide projects and guidance to interns as necessary. Supervisors are asked that no more than 40% of an intern's time be spent doing clerical work.

**Students are expected to complete 125 hours between June 2019 and August 2019. This includes working at the internship site from Monday through Friday, as arranged by the Site Mentor/Supervisor.**

## Site Financial Contribution

ILI provides a \$500 scholarship paid to the student's college or university. A site is able to provide additional funding towards a scholarship or hourly rate if it wishes to.

For additional information please contact Rachel Santos, ILI Education Program Coordinator, at 317-472-1055 or [rsantos@indianalatinoinstitute.org](mailto:rsantos@indianalatinoinstitute.org)

# SITE QUESTIONNAIRE

Please complete this questionnaire and email to Rachel Santos, ILI Education Program Coordinator, at [rsantos@indianalatinoinstitute.org](mailto:rsantos@indianalatinoinstitute.org) or by fax at 317 472-1056.

Mentor/Supervisor's Name & Title: \_\_\_\_\_

Company/Organization Name: \_\_\_\_\_

Company/Organization Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Would this person be directly supervising the intern on a regular basis?  Yes  No

Would this person be the main contact for ILI staff?  Yes  No

(If you answered **NO** to any of the above questions, please include name, title, phone, and email of person(s) involved):

Name:
Title:
Phone:
Email:

1. What is your area of highest need/demand for student support?

2. Have you supervised an intern/student before (indicate if high school, college interns, or both)?

3. What is the career field(s) available for a student to shadow at your site?  
(e.g. social services, business, arts, nursing, finance, education, IT, etc.)

4. Approximately what percentage of the student's time might be spent doing clerical work?  
(Please, we ask no more than 40%)

5. Approximately what percentage of the student's time might be spent with those to whom you provide services?

6. Approximately what percentage of the student's time might be spent with other employees?

Please Explain:

7. Please type or attach a job description of 250 words or more including **the top five skills** you require or prefer on an intern and the **top four main duties/responsibilities** that you plan to assign to your intern.

8. Are there any other areas besides the main career field for the intern to explore within your organization? If so, please specify:

9. What specific skills could an intern acquire at your site?  
(Based on tasks assigned, exposure, opportunities, etc.)

10. How many program participants would you like to host at your site? **Total # of students:** \_\_\_\_\_

11. Would you require a prior interview with the student before accepting him/her to your site?  
 Yes  No

12. Does the student need to fulfill any special requirements before starting the internship?  
*Please check those that apply:*  
 TB  Criminal Background Check  18 years or older  Vehicle  Driver's License  Other:

13. Would the student have a special orientation and or training at your site?  Yes  No

Please Explain:

14. Please specify a **tentative schedule** for the prospective student?

Monday:
Tuesday:
Wednesday:
Thursday:
Friday:
Weekend Hours:

15. **Preferred student START date (All students are to start in May 2010):** \_\_\_\_\_

16. **Preferred END date:**

Please indicate when you preferred the intern to conclude his/her hours at your site:

17. During the program, are there any dates in which you wish the student not to come to the site due to mentor/supervisor leave of absence (medical, vacation, professional development, etc.)?

Yes  No If yes, please list the dates here:

18. Are there any concerns or specific policy that ILI staff needs to be aware of before placing students at your site? Please explain.

19. Is the site near a bus stop?

No  I don't know  Yes: Bus # \_\_\_\_\_

**THANK YOU!**