

Isla Vista Community Services District Internship Program

Internship Application

Name: _____

Perm#: _____

Address: _____

Telephone: _____

Email: _____

Current Class Level: JR____ SR____

Major(s): _____

UCSB GPA (cum): _____

Major GPA: _____

PLEASE ATTACH the following to this application:

- (1) A copy of your resume **and**
- (2) On a separate piece of paper, please explain why you would like to work as an intern for the Isla Vista Community Services District; what you expect to gain from this type of work experience; and how your past experiences will enable you to be successful working for a local government entity.

APPLICATIONS ARE DUE: No later than **Thursday March 30, 2017** at **Noon**.

*Please return applications to the **Political Science Undergraduate Advising Office** at Ellison Hall 3838, or by emailing Advising@polsci.ucsb.edu*

Candidates will be chosen based upon academic record, prior experience, and a brief interview held during the first week of spring quarter 2017. This internship is only open to students with junior or senior standing.

Isla Vista CSD Internship Job Description

The new Isla Vista Community Services District (IVCSD) has been created by the voters of Santa Barbara County to provide government services to the community of Isla Vista. Previously, as an unincorporated area of Santa Barbara County, Isla Vista was governed by Santa Barbara County, but now has a more local and immediate form of governance. As a student intern and employee, your main mission is to assist in the vital work of running a young, developing local government entity. Interns will be required to demonstrate poise and maturity as representatives of both UCSB and the IVCSD. Punctuality, dependability, and reliability are *key*. Interns are expected to be on time, dress appropriately for the office, and give advance notice of absences. ***This is a paid position, and open to any upper division student in any major.***

As part of the IVCSD team, you will have certain responsibilities as listed (but not limited to) below:

- Work at the direction of IVCSD staff and board members on various projects related to the day-to-day governance of the IVCSD.
- Represent, at the direction of IVCSD staff and board members, the IVCSD at various public events.
- Interact with and assist Isla Vista citizens and visitors.
- Answer and return phone calls as well as emails.
- Update files manually and electronically.
- Miscellaneous typing and other administrative tasks.
- Maintain an organized office.
- Keep matters confidential—everything you hear in the office stays in the office!
- Maintain a friendly, but **professional** demeanor.

Additional information:

- Interns will be hired, and paid, as employees of the University of California, Santa Barbara, and are responsible for adherence to all of the rules, regulations, and requirements of UCSB employees.
- This internship will last for the duration of spring quarter 2017, with an approximate start date of April 11, 2017.
- Interns will be expected to work approximately 10 hours/week, schedule to be arranged around documented academic course obligations, at a rate of \$12.00 per hour.