



RUTGERS

Rutgers Summer Service Internship (RSSI) Initiative:

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During the inauguration of Rutgers President Jonathan Scott Holloway on Friday, November 5, Holloway announced the creation of the new Rutgers Summer Service Internship (RSSI) Initiative. The program will provide meaningful internship experiences to students at non-profit organizations with a public service mission and expand their knowledge and skills to engage as active citizens.

Applicant Name: \${e://Field/givenName} \${e://Field/sn}

Applying to the Rutgers Summer Services Internship Initiative is a five-step process. **Please collect items before you start the application process.** All materials must be submitted via this form by February 28 at 11:59 pm:

1. Submit your contact and academic information

2. Upload supporting documents and Reference Contacts

- **Resume:** One page preferred, two pages maximum (Need Assistance? Career Advising Resources: [Camden](#) | [New Brunswick](#) | [Newark](#))
- **Unofficial Transcript:** Rutgers transcript, including your current list of spring classes. Transferring students at Rutgers for less than one academic year should include transcripts from previous colleges/universities.
- **Two References:** Provide the name, title, organization, and email address of two contacts who can speak to your experiences and work ethic. References can include advisors, faculty, staff, supervisors, etc. Your references should not be related to you, and one should be academic. Reference checks are conducted when

more information is needed to determine between two or more equal candidates.

3. **Essay Prompts:** Responses will allow the selections committee the opportunity to learn more about each candidate. **Please craft your responses in a word processing application (MS Word, Google Doc, etc.) to ensure your answer is within the noted word limit of each essay prompt.**
 - Please describe your interest in public service and how it might relate to your career goals. What do you hope to get out of the program? Applicants are encouraged to include previous relevant experience or related personal experiences. (300 words or less)
 - Have you ever encountered someone with a perspective different from your own? How did you approach the situation to work across differences? (200 words or less)
 - Tell us about when you encountered an unexpected problem at school, in the workplace, at a co-curricular activity, or in your personal life. What was your approach to solving the problem? What motivated you to persevere through adversity? And what did you learn from that experience? (200 words or less)
 - Is there anything else we should know about you? (optional)
4. **Choose internship track:** Candidates can apply with OR without an internship site secured for the summer. The application will allow you to select the proper application track.
 - **Apply with an internship secured:** Complete the **[RSSI Internship Site Verification Form \(download *.docx\)](#)**, have it signed by your summer internship supervisor, and upload it as part of your application materials.
 - **Apply without an internship secured:** Complete the internship site matching preferences as part of the application process.
5. **Applicant affirmation:** Acknowledge application affirmation statements; the text includes:
 - I affirm that all information I submitted as part of this application is accurate to the best of my knowledge.
 - If applying with NO internship and proceeding past the initial application review, I acknowledge that I will receive an email in mid-March from **handshake@mail.joinhandshake.com**.
 - If applying with NO internship and proceeding past the initial application review, I acknowledge that I will have an opportunity to interview with multiple internship sites during the matching event in late March.

- If selected, I must complete all RSSI requirements, including at least 200 hours in a public service internship at a non-profit or direct-service government office over ten weeks between June and August 2022, complete the virtual primarily asynchronous RSSI course, participate in kick-off and symposium events, and participate in social media requests.

When you **submit your application**, you will see a confirmation screen. You will also be emailed by the RSSI Administrator when your application is received.

STEP 1: Applicant Information:

First Name: (should match the name on your Rutgers account)

`${e://Field/givenName}`

Last Name: (should match the name on your Rutgers account)

`${e://Field/LastName}`

Preferred Name:

`${e://Field/givenName} ${e://Field/LastName}`

Rutgers University ID Number (RUID):

`${e://Field/RUID}`

Preferred Email Address:

`${e://Field/mail}`

Cell Phone Number (use full number versus extension):

Optional - Gender Pronouns:

he/him

she/her

they/them

Other:

Optional - Race/Ethnicity (mark all that apply):

Asian American/Pacific Islander

Black/African-American

Latina/o

Native American/Alaska Native/Native Hawaiian

Middle Eastern/North African

White/Caucasian

Multi-racial

Other:

Permanent Address: (For Stipend and Tax Information)

In which country do you currently reside?

United States of America



Street Address:

City:

State:



Zip Code:

Full International Address

Academic Information:

Primary Campus:

Rutgers-Camden

Rutgers-New Brunswick

Rutgers-Newark

Primary Academic School (Undergraduate Only):

Camden

College of Arts and Sciences

Rutgers-Camden Honors College

School of Business

School of Nursing

University College

New Brunswick

Douglass Residential College

Edward J. Bloustein School of Planning and Public Policy

Mason Gross School of the Arts

Rutgers Business School - New Brunswick

Rutgers Honors College

School of Arts and Sciences

School of Communication and Information

School of Engineering

School of Environmental and Biological Sciences

School of Management and Labor Relations

School of Nursing - New Brunswick

School of Social Work

Newark

School of Arts and Sciences

School of Criminal Justice

School of Nursing - Newark

School of Public Affairs and Administration

Rutgers Business School - Newark

Rutgers Newark Honors College

Other:

Major:

Minor (if any):

GPA (Overall Cumulative GPA):

On a 4.0 scale. Transfer students should list most recent overallcumulative GPA.

Expected graduation date: (MM/YY) - Note: Only current sophomores and juniors are eligible to apply

STEP 2: Attach Supporting Documents and Reference Contacts:

Click on Select Files button below to upload each of the required application packet files. All files must be in Adobe PDF or MS Word format and include applicant name on top of first page. Additionally, reference checks are conducted to make a determination between two equal candidates.

Resume:

One page preferred, two pages maximum

Unofficial Transcript:

Unofficial Rutgers transcript (download and save as Adobe pdf file or copy/paste into MS Word document).

Transfer students must attach unofficial transcript from previous college and class list for current semester. All files must be in Adobe Acrobat (pdf) or MS Word (.doc/.docx) format. Students with grade concerns are welcome to upload a narrative explanation in additional attachment field.

Two Reference Contacts:

Please provide the name and email address of two contacts who can speak to your experiences and work ethic. References can include advisors, faculty, staff, supervisors, etc. Contacts should not be related to you. Reference checks are conducted when more information is needed to determine between two or more equal candidates.

1: Reference Contact (Name, Title, Organization, and Email Address)



2: Reference Contact (Name, Title, Organization, and Email Address)



STEP 3: Essay Prompts

Essay prompts will allow the selections committee the opportunity to learn more about each candidate. Provide a thorough response that fully answers the prompts. **Please craft your responses in a word processing application (MS Word, Google Doc, etc.) to ensure your response is within the noted word limit of each essay prompt.**


Please describe your interest in public service and how it might relate to your career goals. Given these interests, what do you hope to get out of the program? Applicants are encouraged to include descriptions of previous relevant experience or related personal experiences. (300 words or less)



Have you ever encountered someone with a perspective different from your own? How did you approach the situation to work across differences? (200 words or less)



Tell us about when you encountered an unexpected problem at school, in the workplace, at a co-curricular activity, or in your personal life. What was your approach to solving the problem? What motivated you to persevere through adversity? And what did you learn from that experience? (200 words or less)



Is there anything else we should know about you? (optional)



STEP 3: Program Internship Information:

Have you ever completed an internship an undergraduate student? (paid or unpaid).

Yes, I completed an internship before as an undergraduate student or currently have one this term. (Please ensure this is on your resume)

No, I have never had an internship as an undergraduate student. This would be my first.

Candidates can apply with OR without an internship site secured for the summer. For those applying with a summer internship secured, only internships focused on public service or community engagement at a non-profit or direct-service government office in New Jersey (preferred), New York City, Philadelphia region or other state near you this summer will qualify.

Do you already have a public service-oriented internship secured for the summer?

Yes, I have a public service internship and I am ready to upload the required [RSSI Internship Site Verification Form \(download *.docx\)](#) on the next page. Note: If selected to join the RSSI program, the internship supervisor will be contacted with further information.

No, I do not have a public services internship and will submit my preferences for the matching program on the next page.

Complete the following if you already secured an internship for the summer:

Upload your signed RSSI Internship Site Verification form: ([download form](#))

Complete the following preferences if you DO NOT have an internship for the summer:

Rank order the **public service pathways** that most interest you (1: most interest):



Community Engaged Learning and Research: Connecting coursework and academic research to community-identified concerns to enrich knowledge and inform action on social issues.



Community Organizing and Activism: Involving, educating, and mobilizing individual or collective action to influence or persuade others.



Direct Service: Working to address the immediate needs of individuals or a community, often involving contact with the people or places being served.



Philanthropy: Donating or using private funds or charitable contributions from individuals or institutions to contribute to the public good.



Policy and Governance: Participating in political processes, policymaking, and public governance.

Select ALL of the **job functions** you have an interest in working:

Accounting

Advertising, Media, Public Relations

Community & Social Services

Data & Analytics

Design/Art

Education/Teaching/Training

Environmental/Sustainability

Event Planning

Fundraising

Human Resources/Administration

Information Technology

Marketing

Political Organizing/Lobbying

Project Management

Research

Social Media

Web Development

Writing/Editing

Other:

Rank order the **geographical regions** that you prefer to work during the summer (1: most interest):

Southern New Jersey

Central New Jersey

Northern New Jersey

New York City

Philadelphia Region

Other:

Is there a region(s) you are unable to work during the summer?
Select all that apply (if any).

Southern New Jersey

Central New Jersey

Northern New Jersey

New York City

Philadelphia Region

STEP 5: Applicant Affirmation:

Please read fully the statements below and check each one to affirm your understanding:

I affirm that all information I submitted as part of this application is accurate to the best of my knowledge.

If my application moves past the initial review to round two internship matching session, I acknowledge that I will receive an email in mid-March (during spring break) from handshake@mail.joinhandshake.com and will add the address to my junk mail filter.

If my application moves past initial review to round two internship matching session I acknowledge that I will have an opportunity to interview with qualified internship sites/employers during the matching session the week of March 28.

If selected, I must complete all RSSI requirements including at least 200 hours in a public service internship at a non-profit or direct-service government office over a ten week period between June and August 2022, complete the virtual primarily asynchronous RSSI course, participate in kick-off and symposium events, and participate in RSSI events and social media requests.

Sign below to affirm:

×


SIGN HERE

clear

Are you a robot?

☐

I'm not a robot


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