Deadline to apply is December 28, 2018.

OVERVIEW
What is a UCSF Staff Internship?

An opportunity for a current UCSF employee to gain skills, knowledge and experience for career enhancement by stepping away from their current position for a limited period to work in a different position in another department.

The UCSF Staff Internship Program:

- Creates opportunities for employees, while offering support for their training and career/professional development.
- Offers internship that provide inter-departmental, practical, hands-on experience to prepare high achieving career staff for future opportunities at UCSF.
- Promotes cross functional learning and collaboration across UCSF.
- Demonstrates organizational commitment to retain top talent.
- Furthers UCSF’s commitment to being a great place to work.

Program Objectives

- Create staff development opportunities at UCSF.
- Build internal candidate pipelines for future vacancies at UCSF.
- Recognize, cultivate and retain exceptional staff.
- Enhance staff engagement.
- Further UCSF’s commitment to being a great place to work.

Program Benefits

- For staff, internships pave the way to deepen skills, strengthen career path potential, make valuable connections with new colleagues, contribute to the campus mission, and view UCSF as an employer of choice.
- For departments, internships bolster employee engagement, bring in knowledge of practices from other UCSF departments, strengthen managerial skills and help develop and retain valued staff.

Eligibility Criteria

- Applicants must be current UCSF or UCSF Health Professional and Support Staff (PSS) policy covered (non-represented, non-union) career employees with 50% appointment or greater.
- Applicants must have a "Meets Expectations" overall rating or higher on their most recent performance evaluation.
- Applicants must have been employed by UCSF or UCSF Health without a break in service for at least 3 years (i.e. continuous employment since March 1, 2016).
**Schedule and Program Cost**

- Salary, classification, benefits and paid time-off accruals will remain the same.
- Timesheet: The home department will continue to be responsible for the intern's timesheet, with input from the host department.
- Vacation Request: Intern will submit request by emailing both managers. Upon email approval, the intern will enter in HBS for home manager's acceptance.
- The host department has two options for what percentage of the intern's time they would like to sponsor: 100% or 80%. If 80% time is chosen, the home department is responsible for 20% of the intern's pay. SIP can sponsor the remaining 20%, but only if the home department replaces the intern with a temporary staff member at 100%.

**Apply as an Intern**

Benefits of being an Intern:

- Opportunity to gain new skills to support career development
- Explore your interest in a different field, position or department and share your own knowledge, skills and experiences with a host department.
- Effective way to learn on the job.
- Opportunity to enhance cross functional skills.
- Opportunity to develop a professional reference and referral pool.

**Applicant Checklist**

? Check to know if you are eligible to apply.

? Evaluate your skills and interest and read about the internship opportunities below.

? Meet with your manager to seek support for applying for the internship.

? Prepare resume and personal statement and submit online application.

? Ask your home manager to sign the Manager Endorsement Form. [1]

**Application Process**

- Complete application on the internal career page http://ucsfhr.ucsf.edu/careers/i/i/.[2]
- Click "Search Openings".
- Enter the Requisition Number for the position of interest and click "Search"
- Check the mark box and select "View Job(s)"
- Click "Submit to Job".
- Create an account or login if you already have an account.
- Apply to the position and answer the Internal Gateway Questions
# Internship Opportunities

<table>
<thead>
<tr>
<th>Requisition #</th>
<th>Department</th>
<th>Position</th>
<th>Location</th>
<th>% Time</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>50607BR</td>
<td>Audit &amp; Advisory Services</td>
<td>Adult &amp; Advisory Services Intern</td>
<td>MCB Suite 107</td>
<td>80%</td>
<td>4 months</td>
</tr>
<tr>
<td>50628BR</td>
<td>Budget &amp; Resource Management</td>
<td>Budget &amp; Resource Management Intern</td>
<td>654 Minnesota St</td>
<td>80/100%</td>
<td>4 months</td>
</tr>
<tr>
<td>50630BR</td>
<td>Contracts &amp; Grants Accounting</td>
<td>Contracts &amp; Grants Accounting Intern</td>
<td>MCB, Suite 425</td>
<td>100%</td>
<td>4 months</td>
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<tr>
<td>50613BR</td>
<td>Learning &amp; Organizational</td>
<td>L&amp;OD Curriculum Design Intern</td>
<td>3360 Geary, Suite 240</td>
<td>100%</td>
<td>4 months</td>
</tr>
<tr>
<td>50617BR</td>
<td>Marketing</td>
<td>Marketing Project Coordinator</td>
<td>Brisbane</td>
<td>80%</td>
<td>4 months</td>
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<tr>
<td>50616BR</td>
<td>Marketing</td>
<td>Strategic Marketing Consultant</td>
<td>Brisbane</td>
<td>80%</td>
<td>4 months</td>
</tr>
<tr>
<td>50611BR</td>
<td>Office of the Senior Vice</td>
<td>Office of the Senior Vice Chancellor</td>
<td>Mission Bay</td>
<td>80/100%</td>
<td>4 months</td>
</tr>
<tr>
<td></td>
<td>Chancellor</td>
<td>Chancellor Intern</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50619BR</td>
<td>School of Dentistry</td>
<td>Project Analyst</td>
<td>513 Parnassus, S630</td>
<td>80%</td>
<td>4 months</td>
</tr>
</tbody>
</table>
50609BR  
**School of Medicine Technology Services**  
**Business Analyst**  
654 Minnesota St, Suite 146  
80% 4 months

50620BR  
**School of Pharmacy, Dean's office**  
**Education Coordinator Intern**  
Parnassus, S924  
80% 4 months

**Timeline**

**Application deadline:** December 28, 2018  
**Interviews:** January 17 - February 1, 2019  
**Offers made:** February 15, 2019  
**Onboarding:** February 18 - March 1, 2019  
**Internship begins:** March 1, 2019  
**Internship ends:** June 30, 2019

**Feedback**

"The intern added value to our team. The program also gave a mentorship opportunity to our staff."

- Nancy Ha  
  Team Lead, Contracts & Grants Accounting

"Mentorship is important to us. To grow your knowledge, you have to share your expertise"  

- Beth Berrean  
  Deputy Director, Design and Discovery

"The internship program confirmed by passion for Finance. I returned to my department asking my manager if I can start assisting with the budget."
- Lisa Duca
   Interned for the Budget and Resource Management Department

"The internship role helped me improve my analytical skills."
- Mike Yip
   Interned for the Information Services Unit

Source URL: https://learning.ucsf.edu/ucsf-staff-internship-program

Links
[1] https://learning.ucsf.edu/sites/learning.ucsf.edu/files/Manager%20Endorsement%20Form.docx