UCSF Staff Internship Program

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)"
- Create an account or login if you already have an account.
- Apply to the position and answer the Internal Gateway Questions
<table>
<thead>
<tr>
<th>Requisition #</th>
<th>Department</th>
<th>Position</th>
<th>Location</th>
<th>% Time</th>
<th>Term</th>
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<tbody>
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<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>
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<td>50628BR</td>
<td>Budget &amp; Resource Management</td>
<td>Budget &amp; Resource Management Intern</td>
<td>654 Minnesota St</td>
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<td>4 months</td>
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<td>50630BR</td>
<td>Contracts &amp; Grants Accounting</td>
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<td>MCB, Suite 425</td>
<td>100%</td>
<td>4 months</td>
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<td>50613BR</td>
<td>Learning &amp; Organizational Development</td>
<td>L&amp;OD Curriculum Design Intern</td>
<td>3360 Geary, Suite 240</td>
<td>100%</td>
<td>4 months</td>
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<td>50617BR</td>
<td>Marketing</td>
<td>Marketing Project Coordinator</td>
<td>Brisbane</td>
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<td>50616BR</td>
<td>Marketing</td>
<td>Strategic Marketing Consultant</td>
<td>Brisbane</td>
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<tr>
<td>50611BR</td>
<td>Office of the Senior Vice Chancellor</td>
<td>Office of the Senior Vice Chancellor Intern</td>
<td>Mission Bay</td>
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<td>50619BR</td>
<td>School of Dentistry</td>
<td>Project Analyst</td>
<td>513 Parnassus, S630</td>
<td>80%</td>
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<td>50609BR</td>
<td>School of Medicine Technology Services</td>
<td>Business Analyst</td>
<td>654 Minnesota St, Suite 146</td>
<td>80%</td>
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<td>50620BR</td>
<td>School of Pharmacy, Dean's office</td>
<td>Education Coordinator Intern</td>
<td>Parnassus, S924</td>
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</tr>
</tbody>
</table>

**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

For questions, please contact, Romina Reyes, Staff Internship Coordinator at Romina.Reyes@ucsf.edu [3]