

INTERN APPLICATION

43rd Annual PACAC Summer Institute | July 12-15, 2020 | Bucknell University (Lewisburg, PA)

Sponsored by the PACAC Professional Development Committee, the PACAC Summer Institute is designed to involve colleagues in a comprehensive examination of the college counseling and search processes. Experienced and new professionals alike recommend the Summer Institute for exceptional professional development.

The Summer Institute is an interactive and intensive 2 ½ day workshop for new admission and secondary school counseling professionals. The Institute provides participants with a full and complete understanding of the increasingly complex college admissions process through a dynamic learning experience. Participants gain insight into current issues in college counseling, admission, and financial aid, while also sharing information, making new friends, and networking among a diverse group of colleagues.

Interns for the Summer Institute are appointed for a two-year term and assist the Director and the Dean of the Faculty with the operational details of the Institute. Interns need to be highly organized, detail-oriented, and strong communicators. Interns may be asked to help present sessions at the Institute.

The Intern position requires a four-day commitment at Bucknell University for the Summer Institute and three planning sessions during the academic year. Interns need to arrive at Bucknell one day before the commencement of the Institute for final preparations.

In order to be considered for an Intern position, candidates must be PACAC members in good standing, with the majority of their work being conducted in the state of Pennsylvania.

For consideration, please complete the following application and submit it by **October 11, 2019**, to the Dean of the Summer Institute. Please also include a copy of your resume. Applications and supporting materials should be emailed to:

Ian Harkness, Summer Institute Dean
Email: Summer-Institute@pacac.org
Subject Line: SI Intern Application

Applicants will be notified of decisions 4-6 weeks after the application deadline.

INTERN APPLICATION

43rd Annual PACAC Summer Institute | July 12-15, 2020 | Bucknell University (Lewisburg, PA)

NAME:

ADDRESS:

TITLE:

TELEPHONE:

SCHOOL/ORGANIZATION:

EMAIL:

Please respond to the questions below, and submit a copy of your resume.

1. Indicate your length of service in secondary school counseling, college/university admission or administration; list details of service as they relate to possible involvement with the Summer Institute.
2. Describe your experience with PACAC (years of membership, committee service, etc.).
3. Have you ever participated in the Summer Institute? If so, in what capacity and when?
4. Explain any special programs, teaching, management experience, or presentations that would assist the selection committee in understanding the depth or breadth of your experience. You are welcome to attach sample materials.
5. What specific topics in college counseling and admission do you consider your area of expertise?

Please list the name, title, institutional affiliation, and contact information of two PACAC members who can respond to questions from the SI Faculty Mentor & Intern Selection Committee about your skills and expertise as a potential member of the Summer Institute team.

NAME:

TITLE:

INSTITUTION:

PHONE:

EMAIL:

NAME:

TITLE:

INSTITUTION:

PHONE:

EMAIL: