

MEA UniServ Internship Program

**March–December 2020
Pilot Program**

MEA

MEA UniServ Internship Program

The Michigan Education Association conducts several programs designed for individuals interested in acquiring skills needed for professional field staff positions.

The MEA UniServ Internship Program is one such program that will evaluate, counsel and train MEA/NEA members who are interested in UniServ work. Successful completion of this program does not guarantee employment as a UniServ director, but advice and/or assistance is provided to maximize the participant's career path.

Participants must be committed to actively seek UniServ positions in Michigan. In addition, participants must be available to participate in a variety of training opportunities, accept counseling in preparing resumes, interviewing and, in general, be receptive to accepting the guidance and suggestions of the zone directors and UniServ directors with whom they work.

Pilot Program

The application deadline is December 11, 2019 at 5 p.m.

No late or incomplete applications will be accepted.

Send completed application to:

Kia B. Hagens
Director, Member Engagement and Member Relations Departments
Michigan Education Association
1216 Kendale Blvd., PO Box 2573
East Lansing, Michigan 48826-2573
Email: khagens@mea.org

If you have questions or need assistance in completing the enclosed application, contact Kia B. Hagens at 800-292-1934.

Program Components

Shadow lead UniServ Director (UD) for a minimum of 5 hours per week March 1-June 30. Times to be determined jointly with lead UD. Paid business miles and expenses.

Attend intensive training July 6-10 at MEA HQ. Interns will be required to stay onsite in East Lansing for the time. (Expenses covered)

Full time shadowing experience with UD July 13, 2020 – August 18, 2020. (\$200 per week stipend, 12 month employee will also receive paid release.)

Working with your home UD to secure 20 days of release time from September 2020 to December 2020. Days to be determined. (release time to be paid)

MEA commits to covering reasonable and necessary business expenses.

Up to three people may be selected

Must be willing to resign all of your current leadership positions.

Eligibility

All MEA/NEA members in good standing, regardless of race or color, religion, national origin, age, sex, pregnancy, citizenship, disability, veteran, genetic information, familial status, or sexual orientation are eligible for the UniServ Internship Program. Minority applicants are encouraged to apply.

Applicants should:

- Be experienced in bargaining, grievance processing, leadership responsibilities, member engagement/organizing, and have knowledge of the Association's major issues.
- Be familiar with the structure and history of the MEA/NEA, and have demonstrated a commitment to the Association.
- Have verbal skills, an ability to use writing skills to communicate clearly and effectively, and an ability to think and respond extemporaneously in a variety of situations.

Participant Selection

The Association solicits applicants from all segments of its membership, including support staff, pre K-12 teachers, certificated staff, ISD members and higher education members.

A committee will interview candidates and select participants. The selection will be based upon numerous factors, including but not limited to experience and training of applicants in: membership and/or community organizing, negotiating, advocacy, political activities, public relations, group facilitation and training, research and issue organizing.

Evaluation

During the UniServ Internship Program, participants will be provided with immediate and continuous feedback from Association staff. At four points during the internship, an evaluation of the participant will be done by the administrative team.

The evaluation will determine:

- If the participant is fully committed to the program.
- If the participant is progressing as expected.

All participants who successfully complete the full program shall receive a certificate of completion and will participate in an exit interview which, at the discretion of the administrative team, may be substituted for the Screened Applicant List (SAL) interview.

Program Application

All sections of the application must be completed.

Applicants:

Please ensure that you complete this application in its entirety. In addition, attach a current resume. Answer all questions below even if information is duplicated on resume. Incomplete applications will not be considered.

Personal Data

Name _____
(Last) (First) (Middle Initial)

Address _____
(Street address)

(City) (State) (Zip)

Social Security No. _____

Home phone _____

School phone _____

Cell phone _____

Email (home) _____

Ethnic Identification: (check one)

- | | |
|---|---|
| <input type="checkbox"/> Asian | <input type="checkbox"/> Hispanic or Latino |
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Native Hawaiian/Pacific Islander |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> White |
| <input type="checkbox"/> Other _____ | |

Gender Identification _____

Current Employment

Employer _____

Address _____
(Street address)

(City) (State) (Zip)

Position/Title _____

Grade Level or Assignment _____

Time in Position _____

Duration of Employment Year 9 months 10 months 12 months Other

If other, please specify

Local Association _____

Name of UniServ Staff Person _____

References:

List three individuals who will provide letters of reference. These letters of reference must be submitted by the individual providing the said reference, under separate cover to Kia B. Hagens.

Association Leader _____
(President, Vice President, Grievance Chair, Chief Negotiator, etc)

Title _____

Phone _____
(Area code)

Address _____
(Street address)

(City) (State) (Zip)

MEA/NEA Staff _____
(UniServ Director, Field Services Consultant, Lobbyist, etc)

Title _____

Phone _____
(Area code)

Address _____
(Street address)

(City) (State) (Zip)

Other Reference _____
(Friend, Employer, Colleague, School Administrator, etc.)

Title _____

Phone _____
(Area code)

Address _____
(Street address)

(City) (State) (Zip)

Education

	School Name, City, State	Dates Attended	Diploma, Certificate or Degree Earned	Major Field
High School				
Vocational/ Technical				
College/ University				
Other Education/ Training				

School Employment History

Describe and list chronologically, starting with your current position.

Association/Leadership Experience

What year did you join the Michigan Education Association? _____

Leadership Experience

List the leadership positions and/or offices held within the Association (local, state or national) in chronological order, starting with the most recent.

Leadership Position	Name of Association	Dates

Please describe any other work and community experiences (e.g. volunteer groups, service groups, community or church organizations) that enhanced your skills relative to UniServ director work.

Please respond to the following questions by typing your responses and emailing them as an attachment in PDF format to: Kia B. Hagens at khagens@mea.org. Make sure to include your name in the subject line and an explanation of the email's purpose in the body of the email. Respond to the following questions:

1. Why are you applying for the UniServ Internship Program?

2. Association Experience:

The following is the list of standards used for the selection of UniServ directors. List qualities, skills, and experiences you have in each of these areas that will make you a successful UniServ director.

- Membership organizing
- Issue organizing – mobilizing people in a collective manner to achieve a common purpose
- Advocacy skills (including grievance processing)
- Analytical and problem solving skills
- Communications/one-to-one and group
- Creativity
- Diversity/implicit bias
- Social and racial justice
- Flexibility
- Group facilitation and training of adults
- Interpersonal skills
- Job satisfaction
- Leadership
- Recruitment and retention of members
- Negotiations in various types of settings (not necessarily limited to collective bargaining)
- Organizational skills
- Political action skills
- Research of data or information for a focused use
- Managing stressful situations
- Technology
- Work ethic

3. Which of the above standards would you consider to be area(s) of strength for you, and why? (List no more than five areas, in descending order).

4. MEA's mission is to ensure that the education of our students and the working environments of our members are of the highest quality. In what ways have you demonstrated commitment to this purpose?

5. NEA's mission is to advocate for education and to unite our members and the nation to fulfill the promise of public education to prepare every student to succeed in a diverse and independent world. In what ways have you demonstrated commitment to this mission?

Did you remember to:

- Add resume
- Add references
- Answer all questions
- Sign agreement
- Turn in everything by 5 p.m. on December 11, 2019

Commitments and Understandings

My signature below indicates full understanding of the following:

1. I understand that a limited number of individuals will be selected to participate in the UniServ Internship Program. The MEA accepts no liability and offers me no assurance of selection or future employment as a UniServ representative.
2. After successful completion of the training program, I will make a commitment to actively pursue UniServ employment.
3. If selected for the training program, I will participate in the intensive training which I understand is outlined in the program components on page 2.
4. I understand that for the five days of training, July 6-10, I am required to commit to the program my full and complete time and attention. Please adjust your calendar as there will not be any time for personal commitments. Your total time will be devoted to the needs of fulfilling the UniServ Internship Program objectives.
5. I understand it is my responsibility to complete all of the required assignments, even assignments given prior to the on-site program.
6. Additional training days or over nights may be scheduled at the discretion of the committee.
7. The information contained herein is accurate and complete, to the best of my knowledge.

Signature

Date

Send your completed application to:

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1216 Kendale Blvd., PO Box 2573
East Lansing, Michigan 48826-2573

OR

Email to *khagens@mea.org*.

Completed applications and letters of reference must be received by December 11, 2019 at 5 p.m.

Michigan Education Association

1216 KENDALE BLVD, PO BOX 2573, EAST LANSING, MI 48826-2573 517-332-6551 OR 800-292-1934 WWW.MEA.ORG

PAULA J. HERBART, PRESIDENT • CHANDRA MADAFFERI, VICE PRESIDENT
BRETT R. SMITH, SECRETARY-TREASURER • MICHAEL SHOUDY, EXECUTIVE DIRECTOR

**The mission of the MEA is to ensure that the education of our students and
the working environments of our members are of the highest quality.**

