North American Division

**Information Technology Services**

**Information Technology Internship Program**

Information Technology Internship Application – Prospective Employer

The Information Technology Internship Program is designed to provide career opportunities within the Church organization to Seventh-day Adventist information technology graduates. It is envisioned as a training experience for the Interns as well as a professional contribution to the employing organization.

Internship positions are approved by the North American Division Committee on Administration as recommended by the North American Division Information Technology Services Department.

The Intern’s work is to be closely supervised by the information technology director of the employing organization, involving as much as possible the administrator of the employing organization and the information technology director of the participating union conference.

Interns are recognized as fully-employed workers and should receive service credit for the two years of the Internship. Local conferences and institutions should bill the North American Division quarterly using the Internship subsidy request provided by the North American Division.

We wish to apply to the North American Division of Information Technology Services for an Information Technology Internship in harmony with the policies which govern the Internship Program.

Applying Organization

(Signature of administrator) (Date)

Participating Union,

Conference/Institution

(Signature of administrator) (Date)

Financing of Intern’s % North American Division

Salary

%

%

NOTE: Percentage factors are calculated using NAD Remuneration Factor. Balance payments are based on salary, allowances and expenses. Reference NAD Working Policy 2004-2005, Section: C 63 15.

Suggested date for employment of Intern to begin:

**Include with application:**

1. A description of responsibilities to be given to the Intern
2. The training opportunities you feel your organization can provide and to whom the Intern will be responsible.

**Mail or fax application and accompanying information to:** Lois Covarrubias,Information Technology Services Internship Program, North Division of Seventh-day Adventists, 9705 Patuxent Woods Dr, Columbia, MD 21046-1565 Office: 443-391-7377 - Fax: 000-000-0000.