**NORTH AMERICAN DIVISION**

**Information Technology Services**

# Information Technology Two-year Internship

**Eligibility Requirements For Applicants**

1. Be a college graduate with a degree in Information Technology or a closely related field, or pursue relevant IT industry certifications.

2. Be recommended for an Information Technology internship by the Information Technology professor and one other faculty member of the college where he/she graduated and with whom he/she has worked closely or by an IT Professional currently working in the industry.

3. Submit the application form provided by the North American Division Office of Information Technology.

4. Be approved by the North American Division Committee on Administration.

**Terms of the Internship**

1. The Internship shall be of two years’ duration. The Intern’s performance shall be reviewed before the end of the first year and a decision made as to whether the second year will be granted.

2. The Internship shall consist of full-time work under the supervision of a person experienced in the type of work assigned in consultation with the administrator of the employing organization.

3. The Intern shall demonstrate his/her maturity and ability to perform the primary functions of a IT technician to the satisfaction of the immediate employing organization.

4. The employing organization shall submit a report to the North American Division Information Technology on the degree of expertise the Intern has demonstrated during the Internship.

5. The Internship shall not include postgraduate study.

**Selection Procedures for Internships**

1. The North American Division Information Technology Services Department must approve both the Internship position and the Intern in order for the Internship funding to begin.

2. The conference or institution must submit to the North American Division Information Technology Services a job description for the Internship position indicating the responsibilities of the Intern, the Intern's supervisor, the time period of the Internship, and financial arrangements with the Intern.

3. The Intern must submit the appropriate application and recommendations to the North American Division Information Technology Services.

4. Generally Internships are filled on a first-come, first-served basis. However, preference is given to Internships in conferences and to Internships where a primary part of the job is contact with public media.

**REMUNERATION AND FINANCING OF THE INTERNSHIP**

1. The salary and expenses of the intern shall be shared by the division, union, and conference institutions.

*Note: Percentage factors are calculated using NAD Remuneration Factor. Balance payments are based on salary, allowances, and expenses.*

2. Responsibility for the funding of the remuneration shall be distributed as follows:

a. Conferences: North American Division 20%; Union Conferences, 15%, Conferences, Balance.

b. Union Conferences: North American Division, 20%, Union Conferences, Balance.

c. Colleges: North American Division, 20%; Union Conferences, 15%, Colleges, Balance.

d. Other institutions: North American Division, 20%; Institutions, Balance.

3. Local conferences and institutions should bill the North American Division quarterly through their union conference, using the Internship subsidy request form provided by the North American Division.