

Michigan Education Association

# 2010 Pre-Employment UniServ Intern Program



**MEA**

Michigan Education Association

The Michigan Education Association conducts a training program targeted at MEA members interested in acquiring skills needed for professional field staff positions.

Modeled after MEA's Minority & Women's Intern Program, the Pre-Employment UniServ Intern Program will evaluate, counsel and train interns. And although successful completion of the intern program does not guarantee employment as a UniServ director, advice and assistance is provided to maximize the intern's career path.

Interns must be committed to actively seeking UniServ positions in Michigan. In addition, interns must be available to participate in CORE UniServ training, to accept counseling in preparing resumes, interviewing and, in general, be receptive to accepting the guidance and suggestions of the zone directors, UniServ directors and human resources director with whom they work.

**The application deadline is 5 p.m., Friday, November 13, 2009.**

Send completed applications to :

J. Robin Langley, Director  
Human Resources Department  
Michigan Education Association  
P.O. Box 2573  
East Lansing, Michigan 48826-2573

If you have questions or need assistance in completing the enclosed application, contact Robin Langley in the Human Resources Department at 800-292-1934 or 517-332-6551.

## Who Is Eligible?

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All members of MEA, regardless of race or gender, are eligible. Applicants should be reasonably experienced in bargaining, grievance processing and leadership responsibilities.

Applicants also should be generally familiar with the structure and history of the MEA, and have demonstrated a commitment to the Association.

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 are essential.

In order to prevent any real or perceived conflict of interests, interns may not simultaneously serve as a local officer, a member of the Board of Directors or a Representative Assembly delegate.

Candidates for an internship position must be willing and able to obtain a minimum of a one-semester leave of absence from their employer.

Interns will not be assigned to work with their own local associations.

Candidates must be willing to apply for and, if selected, participate in NEA's UniServ Pre-Employment Program, which requires residence in Washington, D.C., for 2½ weeks during the summer. NEA pays all related costs including living and travel expenses.

## How Are Interns Selected?

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

A committee of MEA managers interviews candidates and selects interns.

The intern selection will be based upon experience and training of applicants in: negotiating, advocacy, political activities, public relations, group facilitation and training, research and issue organizing.

The standards of selection are as follows:

- Work Ethic
- Intelligence
- Organizational Skills
- Analytical and Problem Solving Skills
- Effective Communication Skills
- Interpersonal Skills
- Political Action Skills
- Diversity Sensitivity and Support
- Leadership
- Job Satisfaction
- Commitment to MEA Mission
- Advocacy Skill
- Creativity
- Flexibility
- Stress Management

## What Are an Intern's Assigned Duties?

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Each intern is assigned to work with one or more specific staff members in a designated geographic area. An MEA manager, a member of the professional staff and the intern meet initially to develop a program designed to provide the intern with the specific experience necessary to acquire the requisite professional skills.

The manager, the professional staff member and the intern meet periodically thereafter to review the intern's progress and to modify the program, if necessary.

## The Intern Program Schedule

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The internship covers a 12-month period of time. Although there is flexibility in the individual scheduling of the semester that will be released full-time, a typical schedule will include the following.

For one semester, the interns work 10-15 hours per week during nonschool hours. They become involved in the activities of the coordinating councils and locals in the area in order to gain first-hand knowledge of the scope and nature of the UniServ director's job. The intern will work on specific projects/assignments in locals/ coordinating councils. These activities will deal with many aspects of the professional staff job description such as preparing for bargaining, at-the-table experience, grievance processing, internal and external public relations, political action organizing, PAC enrollment projects, and organizing new members.

Also, during this time, interns will be expected to be released from their school systems for up to 33 days to attend staff meetings and trainings. Meetings cover a wide range of the core responsibilities of UniServ directors, including but not limited to School Finance, Arbitration, Higher Education & ESP Representation Issues, and Advocacy skills.

During the summer and subsequent semester, the interns are released full-time to serve as assistants to specific UniServ directors. During this period, the intern is trained by the assigned UniServ director and given tasks and responsibilities customarily handled by the director. The specific projects will be tailored to each intern's individual strengths and needs.

The individuals selected by NEA for its Pre-Employment program will participate in an intensive 2½ week training program in the Washington, D.C., metropolitan area from the middle of July through the beginning of August. The summer training will focus on the knowledge base and skills required of entry level UniServ staff. The training components will consist of, but not be limited to:

- Organizing
- Problem solving skills
- Organization development
- Basic arbitration
- Communication skills
- Negotiations
- Interpersonal/group dynamic skills
- Survey of association program areas

Interns will also be expected to attend the five-day MEA Labor Relations Practicum the third week of June.

## Compensation

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During the 12-month program, the Association pays all appropriate business expenses, including mileage.

During the first semester, limited release time is purchased to enable interns to attend staff meetings and/or training events.

During the second semester, the Association pays the cost of releasing interns full-time from their school employment.

During the summer period, the Association provides interns with a \$150 per week honorarium.

For year-round employees, the Association purchases any additional release time required.

## Evaluation

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The intern will be provided with immediate and continuous feedback from the staff mentor and/or coordinating council and zone director. Before the end of the year, an evaluation of the intern will be done by the mentor and zone director and will determine: if the intern is then fully qualified to be a candidate for a permanent staff position; if the intern is making satisfactory progress but is not yet ready to fill a position and recommendations for additional experiences; or if the intern is not making satisfactory progress. The evaluation will be in writing and will be based on the outcomes identified at the onset of the internship.

Successful interns shall receive a certificate of completion and may be placed on the MEA UniServ Screened Applicant List (UniServ hiring pool) following the normal interview and screening process.

# Pre-Employment UniServ Intern Program Application

**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)

Soc. Sec. No. \_\_\_\_\_

Home phone \_\_\_\_\_ School Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
(Area code) (Area code) (Area code)

E-mail (work) \_\_\_\_\_ E-mail (home) \_\_\_\_\_

## Optional Information:

### Ethnic Identification: (check one)

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

### Gender Identification: (check one)

- Male  Female

## Current Employment:

Employer \_\_\_\_\_

Address \_\_\_\_\_  
(Street address)

\_\_\_\_\_  
(City) (State) (Zip)

Position/Title \_\_\_\_\_

Grade Level or Assignment \_\_\_\_\_

Time in Position \_\_\_\_\_

Annual Salary \$ \_\_\_\_\_

Date Employment Contract Expires \_\_\_\_\_

(Last paid workday for 2009-10 School Year)

Duration of Employment Year  9 months  10 months  12 months  Other (specify) \_\_\_\_\_

Local Association \_\_\_\_\_

Name of UniServ Staff Person \_\_\_\_\_

**References :**

Three individuals as listed who will provide letters of reference. These individuals must submit original letters of reference to:  
J. Robin Langley no later than **November 20, 2009**.

**Association Leader** \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_  
*(Area code)*

Address \_\_\_\_\_  
*(Street address)*  
\_\_\_\_\_ *(City)* *(State)* *(Zip)*

**Association Staff** \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_  
*(Area code)*

Address \_\_\_\_\_  
*(Street address)*  
\_\_\_\_\_ *(City)* *(State)* *(Zip)*

**Other Reference** \_\_\_\_\_

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 positions and/or offices held within the Association (local, state, 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, attach pages if necessary.**

**I. Why are you seeking employment as a UniServ director?**

**II. Association Experience**

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

- Advocacy Skill (including grievance processing)

- Analytical and Problem Solving Skills

- Communications

- Creativity

- Diversity Sensitivity and Support

- Flexibility

- Group facilitation and training of adults

- Intelligence

- Interpersonal Skills
- Issue organizing – mobilizing people in a collective manner to achieve a common purpose
- Job Satisfaction
- Leadership
- 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
- Stress Management
- Technology
- Work Ethic

- b. Which of the above standards would you consider to be area(s) of strength for you, and why? (List no more than 5 areas, in descending order).
- c. MEA's mission is to ensure the high quality of our members working environments and our students education. In what ways have you demonstrated commitment to this purpose?
- d. What role should a UniServ director take in meeting MEA's mission? What specific action will you take if chosen for this internship to meet this goal?

### **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 Pre-Employment Intern Program. The MEA accepts no liability and offers me no assurance of selection or future employment as a UniServ representative.
2. Acceptance into the MEA Pre-Employment Intern Program will require me to secure a leave of absence from my current job for the duration of the training and the specified period of the mentoring experience.
3. Acceptance into the MEA Pre-Employment Intern Program may require me to relocate and take temporary residence during the training period.
4. I will make a commitment to actively pursue UniServ employment. Further, I agree to relocate to another part of the state where I currently reside in order to accept employment.
5. Selection for the Pre-Employment Intern Program will require me to resign from all governance positions and offices I hold at the local, state and national levels. I agree to provide MEA documentation that I have taken a leave of absence or resigned from all governance positions.
6. I am willing to apply for and, if selected, participate in NEA's UniServ Pre-Employment Development Program, which I understand requires residence in Washington, D.C., for 2 weeks during the summer.
7. During the mentoring experience, I agree to use my personal automobile and be reimbursed for actual mileage by the MEA.
8. The information contained herein is accurate and complete, to the best of my knowledge.

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*Signature*

*Date*

#### **Send your completed application to:**

J. Robin Langley, Director  
Human Resources Department  
Michigan Education Association  
P.O. Box 2573  
East Lansing, Michigan 48826-2573

**Completed applications, must be received by 5 p.m. Friday, November. 13, 2009.**

# MEA

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## Michigan Education Association

P.O. Box 2573, East Lansing, MI 48826-2573

517-332-6551 or 800-292-1934

[www.mea.org](http://www.mea.org)

Iris K. Salters, President • Steven B. Cook, Vice President • Peggy McLellan, Secretary-Treasurer • Lu Battaglieri, 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.*

