



THE CASE ADVANCEMENT INTERNSHIP PROGRAM AT THE UNIVERSITY OF TOLEDO FOUNDATION

EXPLORE A CAREER IN HIGHER EDUCATION ADVANCEMENT THIS SUMMER, AND GET PAID!

On June 3, 2019, The University of Toledo Foundation will join in hosting two of 75 interns for the CASE Advancement Internship Program. The initiative, organized by the Council for Advancement and Support of Education, is designed to increase and diversify the number of professionals in educational advancement. This program is designed to attract students (undergraduate and graduate) who may not have previously considered a career in institutional advancement.

This eight-week summer internship program (June 3 – July 26, 2019) provides Interns with a hands-on learning experience at the University of Toledo Foundation. Interns receive on-the-job training and gain valuable skills in the three professional areas of advancement—alumni relations, communications & marketing, and development.

CASE ADVANCEMENT INTERNS receive:

- Experience at The University of Toledo Foundation
- Compensation
- Three day CASE Advancement Internship Conference in Washington, DC
- A book allowance from the CASE Bookstore
- Mentor from the University of Toledo Foundation
- Participation in CASE's e-Mentoring program to network with an advancement professional outside your institution
- CASE student membership for one year after the internship, accessing complimentary CASE webinars, the CASE library and Career Central
- Regular communication post-internship on entry-level job postings and career development opportunities

About CASE

The Council for Advancement and Support of Education (CASE) is a professional association serving educational institutions and the advancement professionals who work on their behalf in alumni relations, communications, development, marketing and allied areas. CASE helps its members build stronger relationships with their alumni and donors, raise funds for campus projects, produce recruitment materials, market their institutions to prospective students, diversify the profession, and foster public support of education.

About The University of Toledo Foundation

The University of Toledo Foundation, www.utfoundation.org, an independent 501(c)3 organization, exists for the sole purpose of supporting the University of Toledo. The Foundation is the official gift-receiving and fund-management organization for The University. Our purpose is to support the University's broad educational mission by receiving, managing, and distributing generous gifts to benefit students and enhance faculty and program efforts. The Foundation includes the Development, Alumni Relations and Special Event functions. Through its subsidiary, the UT Real Estate Corporation, The Foundation also manages off campus real estate matters for The University.

The University of Toledo Foundation embraces the mission of The University of Toledo by aspiring to be a forward-thinking, philanthropic organization, providing impactful financial support and engagement opportunities for transformation throughout the University community.

To Apply

Interested candidates should submit a completed application, resume, two letters of recommendation and a personal statement to UTFJobs@UToledo.edu. Responses must be received by **Friday, March 1, 2019**.

For additional information contact:

Maren Kurtz, Human Resources Manager
The University of Toledo Foundation
(419) 530-5301
maren.kurtz@utoledo.edu



**THE CASE ADVANCEMENT INTERNSHIP PROGRAM APPLICATION
(Internship dates: June 3 – July 26, 2019)**

DEADLINE FOR APPLICATION: *Friday, March 1, 2019*

I. PERSONAL INFORMATION

FIRST NAME _____

LAST NAME _____

CURRENT ADDRESS _____

MAJOR _____

EMAIL _____

PHONE _____

II. GENDER

Male

Female

III. BACKGROUND

African American/Black

Asian

White

Hispanic/Latino

American Indian/Alaskan Native

Pacific Islander/Native Hawaiian

Physically impaired

LGBT

IV. EXPECTED GRADUATION YEAR

- 2019 2020 2021
2022 2023

- Undergraduate Student Graduate Student

V. AREA(S) OF INTEREST (Check all that apply)

- Alumni Relations
 Communication
 Data/Research/Analytics
 Event Planning
 Fundraising
 Marketing
 Technology/ IT

VI. EDUCATIONAL BACKGROUND & WORK EXPERIENCE

Please submit with this application a one-page resume.

VII. REFERENCES

You are required to submit two letters of recommendation (professor, past-employee, college staff, etc.)

NAME _____ TITLE _____

ORGANIZATION _____

ADDRESS _____

PHONE _____ E-MAIL _____

NAME _____ TITLE _____

ORGANIZATION _____

ADDRESS _____

PHONE _____ E-MAIL _____

VIII. PERSONAL STATEMENT

In a statement of up to 750 words, please share your interest in educational advancement and how the internship program would future your interest.

APPLICANT'S AGREEMENT

I affirm that all information contained in this application is complete and accurate. If selected as a CASE Advancement Intern, I agree to abide by all regulations concerning the program as established by CASE.

SIGNATURE _____

DATE _____

How did you hear about the CASE Advancement Internship Program?

To Apply:

E-Mail **COMPLETED APPLICATION AND ACCOMPANYING MATERIALS** including reference letters by **Friday, March 1, 2019** to Human Resources at UTFJobs@UToledo.edu.

Interns will be announced in March. Internships begin June 3, 2019 and run through July 26, 2019.

COMPLETED APPLICATION/SUPPORTING MATERIALS:

1. COMPLETED APPLICATION
2. RESUME
3. TWO LETTERS OF RECOMMENDATION
4. PERSONAL STATEMENT