

# Summer Executive Internship (SEI) Program

## PROGRAM OVERVIEW

The City of Birmingham Mayor's Office Division of Youth Services Summer Executive Internship Program is a competitive internship providing college students with beneficial work experience designed to prepare students for a rewarding and successful career. The internship provides students learning opportunities that focus on different career paths within their field of study. Students will also gain personal development, hands-on learning, and networking opportunities

## CRITERIA

Executive Program applicants must have a permanent residence in the City of Birmingham.

|   | EXECUTIVE PROGRAM  |
|---|--|
| <b>Eligible Participants:</b>             | Enrolled college students up to 24 years of age (Undergraduate, graduate, and dual enrolled)   |
| <b>Internship Type:</b>                   | Summer part-time, four-week program designed to establish a foundation for your desired career path  |
| <b>Application Document Requirements:</b> | Completed Summer Executive Internship Program Application  |
|   | Official transcript verifying a minimum cumulative <b>GPA of 2.5</b>   |
|   | A current resume and/or a link to your professional digital profile (LinkedIn Profile)   |
|   | Two completed recommendation forms <ul style="list-style-type: none"><li>• <i>School or University Official</i></li><li>• <i>Verification of Community Service, Extracurricular Activities, or Professional Affiliations</i></li></ul> |
|   | Applicants will have to complete an interview with the Mayor's Office Division of Youth Services.  |

## APPLICATION PROCESS

Applications are available on-line at [www.bhamyouthfirst.org](http://www.bhamyouthfirst.org). Applications will be accepted at the DYS office located at 1608 7<sup>th</sup> Avenue North in downtown Birmingham, **March 3 – April 24, 2020**, Monday - Friday from 9:00am - 5:00pm. [The deadline to return application packets to DYS is 5:00pm on April 24, 2020.](#)

## FOR MORE INFORMATION:

For more information, contact the Mayor's Office Division of Youth Services at (205) 320-0879 or email at [dys@birminghamal.gov](mailto:dys@birminghamal.gov).

# SUMMER EXECUTIVE INTERNSHIP PROGRAM

## Checklist

Application packets for the SUMMER EXECUTIVE INTERNSHIP Program should be hand-delivered to the Mayor's Office Division of Youth Services' office located at 1608 7<sup>th</sup> Avenue North, in downtown Birmingham. **The deadline to submit application packets is 5:00 pm on Friday, April 24, 2020.**

Please make sure that your application packet includes the following information:

- Completed Application**
- Career Exploration Questionnaire**
- Current Resume or a link to your Professional Digital Profile (LinkedIn)**
- Current Official Transcript verifying a 2.5 minimum cumulative GPA**
- Two (2) Recommendation Forms:**
  - *One from a school representative (i.e., professor, academic advisor, or administrator)*
  - *One from a representative in your community (i.e., mentors, student organization advisor, civic leader, etc.)*

Only completed application packets will be accepted for consideration. If you have questions about the information required for the Summer Executive Internship Program, contact the Mayor's Office Division of Youth Services at (205) 320-0879.

Emailed or faxed applications will **NOT** be accepted.  
Mailed copies must **reach** DYS by April 24, 2020, **NOT** postmarked.



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**CITY OF BIRMINGHAM  
MAYOR'S OFFICE  
DIVISION OF  
YOUTH SERVICES  
YOUTH  FIRST**

**FOX6  
Kids & Jobs**



JCCEO



**STUDENT WORKERS  
REAL WORLD, REAL RIGHTS**

**Randall L. Woodfin, Mayor**  
Galvin K. Billups, Executive Director  
City of Birmingham Mayor's Office Division of Youth Services  
1608 7<sup>th</sup> Avenue North | Birmingham, AL 35203  
(P) 205.320.0879 | [www.bhamyouthfirst.org](http://www.bhamyouthfirst.org)

# SUMMER EXECUTIVE INTERNSHIP PROGRAM

## Application

[PLEASE TYPE OR PRINT]

Submission Date: \_\_\_\_\_

Name: \_\_\_\_\_  
*(First)*
*(Middle)*
*(Last)*

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_  
*(Month/Day/Year)*

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone#: \_\_\_\_\_ Alternate Phone#: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

In case of an emergency contact: \_\_\_\_\_ Phone#: \_\_\_\_\_

**EDUCATION**

| SCHOOL NAME        | SCHOOL ADDRESS<br>(INCLUDING CITY, STATE &<br>ZIP CODE) | CURRENT GRADE POINT<br>AVERAGE (GPA)<br>(cumulative) | LAST GRADE COMPLETED<br>OR LAST YEAR<br>IN COLLEGE |
|--------------------|---|--|--|
| (HIGH SCHOOL NAME) |   |  |  |
| (COLLEGE NAME)     |   |  |  |

**Beyond personal preference, is there a reason why you *could not* or *should not* work with children?**  
 YES  NO



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*Internal Office Use Only*

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Interview Time: \_\_\_\_\_

# SUMMER EXECUTIVE INTERNSHIP PROGRAM CAREER EXPLORATION QUESTIONNAIRE

## Questionnaire

Please list your collegiate major and/or minor field of study:

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Please check one career field you are interested in and/or list the type of career fields in which you would like to be placed for an executive internship.

- Business/Finance/Accounting     Biology/Research     Education     Arts  
 Law/Criminal Justice     Engineering     Marketing/Media     Government  
 Healthcare/Medicine/Nursing     IT/Computer Science     Psychology  
 Other: \_\_\_\_\_

Please explain in detail why you chose this field.

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## EXECUTIVE Recommendation Form

Galvin K. Billups, Executive Director  
1608 7th Ave. North Birmingham, AL 35203  
P: 205-320-0879 | www.bhamyouthfirst.org

Summer Executive Internship applicants should print this recommendation form and give it to a school official and community representative to complete on their behalf. Individuals who receive this form should complete it and return it to the student to include in their application packet **on or before April 24, 2020**. For more information, call DYS at 205-320-0879.

**[Please Type or Print]:**

Student's Name: \_\_\_\_\_

Recommended By: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please indicate how you would rate the applicant in the areas listed below.  
Please place a check in the box that applies.**

|   | Excellent | Good | Average | Weak | Poor |
|---|-----------|------|---------|------|------|
| Ability to cooperate with others            |           |      |         |      |      |
| Ability to make good decisions              |           |      |         |      |      |
| Ability to think critically                 |           |      |         |      |      |
| Ability to follow directions                |           |      |         |      |      |
| Ability to work independently               |           |      |         |      |      |
| Ability to work in group related activities |           |      |         |      |      |
| Ability to complete school work on time     |           |      |         |      |      |
| Leadership skills                           |           |      |         |      |      |
| Creativity                                  |           |      |         |      |      |
| Conduct                                     |           |      |         |      |      |

**Additional Comments (Use the back of this form if additional space is needed):**

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| Creativity                                  |           |      |         |      |      |
| Conduct                                     |           |      |         |      |      |

**Additional Comments (Use the back of this form if additional space is needed):**

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