

# NEILSON FOUNDATION INTERNSHIP PROGRAM

## NEILSON FOUNDATION EMPLOYER APPLICATION SUMMER 2019

The George W. Neilson Foundation is offering partial funding for local employers to hire interns during the summer of 2019. Funding for up to 15 internships, including 14 positions in private/for-profit business, pertaining to any major or program offered by Bemidji State University or Northwest Technical College, and one position in health/nursing.

- 50% of the hourly compensation for the intern will be paid by Neilson Foundation, **up to** \$2,500 per business.
- 50% of the compensation paid by the business.
- Business needs to be within 30 miles of Bemidji city limits.

*\* Please note, businesses **must be in the for-profit sector**. All Non-Profit organizations are encouraged to apply to the Neilson Foundation directly.*

"An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent." [National Association of Colleges & Employers \(NACE\)](#).

For additional information on internship programs please visit:

<https://www.bemidjistate.edu/services/career/>

EMPLOYER INFORMATION			
Employer/Organization Name:			
Business Address:		City:	
CONTACT INFORMATION			
Name:			
E-mail:		Phone:	

A position description must be attached to complete the application. Please use the format of the attached example.



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## POSITION DESCRIPTION

If selected, this would be the posting that is advertised:

Organization:			
Internship Title:			
Address:			
Contact:			
E-mail:		Phone:	
Organization Website:			
Organization Overview:			
Department for Internship:			
Major/Background:			
Position Objectives/Goals:			
Responsibilities: (Please list 5-7 responsibilities)			
Qualifications/Skills Needed:			
Compensation:			
Hours per week:		Schedule:	
Expectations/Commitments:			
Forms of Application:			

**What type of training and/or orientation would be provided?**


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Please read thoroughly. By initialing below, I acknowledge and agree that:

\_\_\_\_\_ I understand that the Neilson Foundation is an employer match program, and that the Neilson Foundation will match wages paid **up to** \$2,500 during the dates of the internship agreement.

\_\_\_\_\_ I understand there is no guarantee that an intern will be placed with my organization as this is dependent on the quantity and quality of applications received. I understand that even if I request a specific student, this does not guarantee that an intern will be placed with my organization.

\_\_\_\_\_ Organizations posting internships and recruiting through Bemidji State University & Northwest Technical College certify that they are equal opportunity employers, offering opportunities without regard to race, ethnicity, color, religion, creed, national origin, sexual orientation, gender, age, marital status, or disability.

## TENTATIVE TIMELINE

Employer Application Deadline	February 22
Employers Notified of Selection	March 1
Employers have their position posted in Connect2Careers	March 1
Positions remain open to receive resumes	March 1- 29
BSU/NTC Job & Internship Fair	March 26
Interviews completed by	April 8
Report to Career Services the successful candidate(s)	April 9
Memorandum of Agreements, signed and returned to BSU	April 15
Invoices and wage summary report submitted to BSU	August 23

*Funding for the internship will begin May 13 and funding will end August 23, 2019*

- I understand that if my business is selected to participate, that we will attend the BSU/NTC Job & Internship fair on March 26<sup>th</sup>.
- My organization will be able to meet the timeline for posting the position and hiring.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

To be considered, applications must be received by:

**February 22nd, 2019**

Bemidji State University \* Career Services \* Molly Aitken-Julin \*  
1500 Birchmont Drive NE #18 \* Bemidji, MN 56601-2699  
218-755-2038 \* [maitken@bemidjistate.edu](mailto:maitken@bemidjistate.edu)



**KEEPING TALENT LOCAL**