



2019 CASE Advancement Internship Program Intern Applicant – Frequently Asked Questions

What is the CASE Advancement Internship Program?

The CASE Advancement Internship Program is an eight-week summer internship designed with the goal to increase the number of diverse professionals in educational advancement. The internship is a full-time position at a host institution in which interns receive on-the-job training and gain valuable skills in the five professional areas of advancement – alumni relations, advancement services, communications and marketing, fundraising and development.

Why should I apply for the CASE Advancement Internship?

If you are a student interested in a career in advancement, the CASE Advancement Internship will provide you with real advancement experience that you can put on your resume while offering you the opportunity to build your network of advancement professionals from your host institution and CASE members leading the program. You'll also meet hundreds of students from across North America who are passionate about advancement.

Simply put: Institutions know CASE. Being able to put that you were a CASE Advancement Intern on your resume will set you a part when you're ready to look for your first advancement job!

How do I apply?

The online application can be found at talent.case.org. You will need to create an account before you begin.

When is the deadline?

February 8, 2019

No applications will be accepted after this date.

How do I select which schools I'd like to receive my application?

Before February 8, 2019, you will have the opportunity to select the institutions you would like to apply to inside the online application. Beginning in mid-November, host institutions will be added weekly. Once you have created your account, you will be notified via e-mail when institutions have been added.

Please only select institutions that you would have a strong interest in interning at if selected. You don't want to waste a host institution's time if you are not serious about relocating to the host institution's town, city or state for the eight weeks.

Where can I see what kind of stipend is being offered by the host institution?

You'll find with the list of host institutions the stipend they are offering and any additional benefits (i.e., housing, meal card, parking, etc ...)

What are the next steps after I submit my application?

Your application will be sent out to the schools that you have selected for review shortly after the February 8, 2019 deadline. While you wait to hear from your selected schools, take the time to research the institution, the advancement office and the intern project description so you are well prepared to interview should you be invited to interview. (Please note: most interviews will take place by phone.)

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**I've got a phone interview – how do I prepare?**

Research the host institution and the advancement office. Look at their mission statement, core values, etc. so you can see how they align with yours and how you can be an asset to the team. Prepare three to five questions to ask at the end of the interview. Practice interviewing with a friend or a professional.

Is it possible that more than one school will reach out to me for an interview?

Yes. It is possible you may be invited by multiple schools to phone interview for a position. You are allowed to interview with all host institutions that contact you. Treat this as a job interview. Remember, just as hosts are interviewing you, you are interviewing them to make sure it's the right fit.

When will I be notified if I am selected?

Applicants will be notified if they have been selected by March 31, 2018. Should a host institution need an extension to make their final decision, applicants will be notified.

How long can I take to consider an offer?

We understand that you may be invited to interview with multiple hosts. We recommend you having a conversation with any hosts who have made you an offer and set an agreed upon time that you will contact them to either accept or decline the offer. Because hosts will want to offer the opportunity to other candidates should you decline, we recommend making a decision within one week of being offered the position.

Is housing provided?

Normally, housing is not provided by the institution, leaving the responsibility to you. Begin to prepare. If you have been selected by an institution that does not provide housing, we recommend you start early in finding a place to live that meets your needs.

When and how do I get paid?

CASE and your host institution will go over how and when you will be issued your stipend. Should your institution have CASE administer your stipend, you will receive it in two installments (Week 4 and Week 8).

I've been selected for a CASE Advancement Internship! What happens next?

CASE will send you your official CASE Advancement Internship offer letter. You will also receive correspondence periodically from CASE and your host institution in the months leading up to your internship. All interns are required to participate in an onboarding webinar before the internship starts that outlines intern expectations, policies and what to expect from your internship program.

If you have any questions regarding the CASE Advancement Internship Program or the application process, please contact James Bresette at jbresette@case.org.