

Purpose...

The purpose of the Building Bridges Internship Program is to provide University of Illinois minority students entrance into a variety of career opportunities available within Facilities & Services.

Application Process

Submit an application packet by **5 p.m.** on **Friday, March 27, 2009** to:

Building Bridges Internship Program, University of Illinois at Urbana-Champaign, Facilities & Services Employee Relations, 1501 S. Oak St., MC-838, Champaign, IL 61820 or email nmccurry@illinois.edu. The packet must include:

1. **Cover Letter** containing the area in which you are interested and a description of your interest in this internship opportunity.
2. **Resume containing** applicant's name, year in school and expected graduation date, major, campus address, GPA, e-mail, phone, and work history, including company name, position held, and length of employment.
3. **Letters of Reference:** Two letters of reference addressed on *official departmental letterhead* from faculty members, academic advisors, or other persons familiar with your abilities.
4. **Transcript:** A copy of transcripts including grades from the 2008 fall semester (may be submitted with the packet or mailed directly via U.S. mail or Campus Mail to the address listed above).

About Facilities & Services...

The University of Illinois at Urbana-Champaign, Facilities & Services (F&S) Division employs over 1,400 people and provides repair, maintenance, and custodial services for 11 million gross square feet of buildings and maintenance for 900 acres of the UIUC campus. In addition, F&S includes planning, construction, safety & compliance, central stores, mailing, receiving, parking, transportation and printing services for the campus community.

F&S is a diverse employment environment offering both civil service and academic professional positions encompassing multiple disciplines including: Business, Computer Science, Engineering, Environmental Science, Finance, Human Resources, Marketing, Occupational Safety, Planning and Purchasing.

Contact...

Nicole McCurry
Facilities & Services, UIUC
1501 S. Oak Street
MC-838
Champaign, IL 61820

217-265-6361
217-333-4294 fax



Building Bridges Internship Program 2009



ValueExposureDiversity

Program

A Building Bridges Internship offers "real world" experience to supplement knowledge gained in the classroom. It is an opportunity to develop professional skills under the personal guidance of a project supervisor while performing substantive work.

In addition, an internship also:

- Strengthens your working skills,
- Builds your resume,
- Increases your marketability, and
- Expands your network so you gain professional references.

Eligibility...

Internships are available to **University of Illinois students** only. A student meeting the following criteria is eligible.

- **Class Standing:** Undergraduate students who have completed their freshman year and obtained sophomore status may apply. Also, juniors and seniors who will not graduate within a semester after the conclusion of the BBIP summer session are eligible to apply. Graduate students may apply also.
- **Academic Standing:** Applicants must have a cumulative GPA of 2.50 or above (on a 4.0 scale).
- **Minority Status:** African-American, Asian American, Hispanic, and Native American students interested in exploring this opportunity are encouraged to apply.

Internship Opportunities...

Division of Safety & Compliance

Evaluate existing laboratory ventilation systems. Help determine/create a program similar to the chemical fume hood program to test and monitor other exhaust systems. Preferred area(s) of study: Engineering or Physical Science.

Division of Safety & Compliance

Occupational Noise Assessment project: Measure high noise levels and evaluate whether noise levels exceed standards set by the Occupational Safety and Health Administration (OSHA) hearing conservation program.

Division of Safety & Compliance

Safety Training Metrics project: Training completion will be tracked from attendance rosters, and a system of reporting metrics will be established.

Shared Administrative Services Division

FASTER program: This includes documenting meeting discussions; provide help with user testing and documentation.

Campus Services Division

Campus Bike Parking and Path Field Survey: Collect information on location, quality, and type of bike parking facilities on campus; analyze results and identify needs for additional or upgraded bike parking area. Preferred area (s) of study: Civil Engineering or Urban Planning.

Planning Division

Develop the database and website for art and sculpture pieces. Preferred area (s) of study: Architecture, Art, or Graphic Design.

Planning Division

Assist in the development of an information source where potential donors can review opportunities for making donations to enhance the UIUC campus. Preferred area(s) of study: Landscape Architecture, Architecture, or Marketing.

Planning Division

Pilot project - Improve access to record drawings/as-builts related to utility infrastructure. Preferred area (s) of study: Architecture or Engineering student who is ACAD proficient

Campus Beautification project - collect data and take photo of benches and trash receptacles on campus as features in GIS (for addition to GIS)

Engineering Services

Assist with performing energy savings studies, designing the projects that result from these studies, and compose the printed materials which document the savings. Must have understanding of Microsoft Office tools, be adept with the use of AutoCAD, ability to read blueprints, and possess a familiarity with engineering systems within buildings.

Campus Services Division, Printing Department

Take our images, information, and suggestions and build a new web page for the department. Student should have working knowledge of html, web skills, and be able to comply with University and F&S standards.