



MAKE-IT-WORK PROGRAM (2nd Year 2013) INTERN REQUEST and JOB DESCRIPTION

NOTE: 2013 Make-It-Work Student Interns are available to work from late January 2013 until the end of their school in June 2013. The Job Analysis Phase will take place in December 2012, and the Interviews and Final Selection Process will take place in January 2013.

If you are interested in Hosting a MIW Student Intern in 2013, please complete the following form and submit to: Traci Vaughan (Traci.Vaughan@fairfaxcounty.gov) or DHR—The Employment Division 12000 Government Center Parkway, Suite 170 **by Friday, December 14th**. If you have any questions regarding the Make It Work Program, please contact Keri Cook at (703-324-2777).

Name of Hosting Department/Division/Office:

Name/Title of **Supervisor**: _____

Telephone: _____ Email: _____

Name/Title of **Back-up Supervisor/Mentor**: _____

Telephone: _____ Email: _____

Address of Internship: _____

Physical Location of Internship (Building/Suite/Desk/Cubicle Location):

Work Hours for Your Office:

Desired Work Hours for Your Intern: *(please note that interns are available 2-10 hours per week)*

Necessary Skills: (please include desirable knowledge, skills and abilities)

Physical Requirements necessary for the job:

Additional Special Considerations:

INTERNSHIP STATUS: (Please select 1 of the following options)

NOTE: The **2013 Make-It-Work (MIW) Internships** are available in both a PAID and NON-PAID status. PAID and NON-PAID interns both require an official county badge that is the responsibility of the hosting agency. PAID internships will also require the intern to complete the official paperwork affiliated with payroll regulations to comply with Fairfax County Employment Procedures. DHR will assist hosting agencies with their MIW internships regardless of PAID/NON-PAID status.

- PAID: Hosting agency pays the cost.** By way of example, the 2012 Make-It-Work Interns were paid \$9.00/hour and were placed in T-status Student Intern I (SO-1) positions. Following the pilot model (as a Student Intern I), the cost of a MIW intern for 10 hours a week from the end of January to the end of the school year in June (24 weeks) is approximately \$2,300.
- NON-PAID: This type of opportunity is offered to MIW students when an agency cannot afford the cost of the internship but the agency wishes to host/mentor an intern. The MIW student will obtain job experience they can use to build their resume and professional skill set.**

Form completed by:

Name _____ Phone _____ E-mail: _____