The Externships in Higher Ed program allows advanced doctoral students to gain hands-on, real-world career experience in administrative offices, libraries, and other centers across Penn’s campus. This program is intended to enhance graduate student career preparation and readiness by supplementing the training PhD students receive in research and teaching with an introduction to the day-to-day operations of the University. Students can use this experience to cultivate a stronger professional profile and to develop career-readiness competencies and administrative skills in preparation for a career in academia (whether faculty or non-faculty) or outside of it.

PhD students in any department or school may apply. They work approximately 8-12 hours total in their chosen center, using their writing and organizational skills as well as their research training to advance meaningful projects in the host office. In addition to these projects, externs will attend meetings when appropriate and discuss with the host the various aspects of the host’s position, including specific responsibilities, organizational dynamics, external networks, etc.

Objectives
The Externships in Higher Ed program has the following aims:

- Facilitate non-faculty career exploration for PhD students
- Educate graduate students about university administration and the roles and responsibilities of senior administrators, librarians, and others
- Allow graduate students to form relationships with non-faculty members of the university, through one-on-one mentoring and professional development activities
- Enhance the leadership skills of graduate students
- Facilitate students’ ability to conduct informational interviews as part of their career exploration and networking
- Provide experiences that can be described in skill-focused ways within CVs, resumes and cover letters

Participating Offices in spring 2018
Each student may apply for a first- and second-choice position. Please read through the descriptions of host centers and projects for spring 2018 (found on the Career Services website) to pick your first and second choice.

- Center for Teaching and Learning
- LGBT Center
- Penn Women's Center
- Science Outreach Initiative
- Price Lab for Digital Humanities
- Graduate Student Center
- Penn Libraries - Health Sciences
- Penn Libraries - Kislak Center for Special Collections
- Penn Libraries - Area Studies
- Penn Center for Innovation - PCI Licensing
- Penn Center for Innovation - PCI Ventures
If you are interested in working at an office not listed here, or if you are a University Office interested in hosting an extern, please contact Brooke Stanley at bstanl@sas.upenn.edu.

**Scheduling**

Applicants are asked to commit 8-12 hours total to their chosen office, although additional time is encouraged if the extern desires more hours and if this is feasible for the center. Externships will take place in March or April of 2018; scheduling will vary according to the particular projects and availability of both the extern and host. Career Services will work with all parties to determine a mutually agreeable time. All externships should be completed by the end of April 2018.

Externs will attend a brief **orientation session** at Career Services on February 20th, 2018.

**Application deadline:** Monday, January 29th, 2018

**Application Materials**

Candidates should submit the following materials combined into one PDF attachment:

- a cover sheet with your full name, preferred gender pronouns, department or program, first semester of enrollment at Penn, anticipated graduation date, and the first- and second-choice offices to which you are applying *(see application form at the end of this document)*
- a brief personal statement (maximum of 500 words) that addresses professional career goals and how participation in this program will help meet them; and expectations and desires for the externship experience.
  - Be as specific as possible – if there are particular projects you’d like to work on, let us know. (What projects externs complete will ultimately depend both on the needs of the host center and the extern’s interests.) If you don’t have ideas, that’s ok too! Just start thinking about what you’d like out of the experience.
- a curriculum vitae or resume

All application materials should be submitted to Tara Giangrande (taragian@upenn.edu) with the subject line: PHD EXTERNSHIP APPLICATION.

If you have any questions about this program, please contact Brooke Stanley (bstanl@sas.upenn.edu).

**About Career Services**

As the University's centralized career center, Career Services helps Penn students, alumni and post-doctoral trainees define and achieve their career goals through career advising, programs and other resources, and strengthens the ties of alumni, employers and post-graduate institutions to the University of Pennsylvania and its students. Explore our website, attend our programs, and most importantly, visit our office to meet with a career advisor to focus on your unique career questions and goals. We look forward to working with you as you translate possibilities into reality. To schedule an appointment or find out about our walk-in hours, please call 215.898.7530.
Name:

Preferred gender pronouns (e.g. she/her, they/them, he/him):

Department or Program:

First semester of enrollment at Penn:

Anticipated graduation date:

First-choice office:

Second-choice office:

Please attach the following and combine all into one PDF file:

• A brief personal statement (maximum of 500 words) that addresses professional career goals and how participation in this program will help meet them; and expectations and desires for the externship experience.
  o Be as specific as possible – if there are particular projects you’d like to work on, let us know. (What projects externs complete will ultimately depend both on the needs of the host center and the extern’s interests.) If you don’t have ideas, that’s ok too! Just start thinking about what you’d like out of the experience.
• A curriculum vitae or resume