

## ATTSVE Internships Statement of Interest Package 2018

### Summer 2018 Library Internship for Agricultural Transformation Through Stronger Vocational Education (ATTSVE) Project, Ethiopia

#### Application Process:

1. Carefully read the Eligibility Requirements
2. Carefully read the Statement of Interest Guidelines
3. A completed package includes: the attached personal information sheet, a one page statement of interest, a current resume, and an unofficial transcript.
4. Applications can be submitted *electronically or in paper format*.

**Application deadline: Monday, December 4th 2017 (midnight)**

5. Submit application to:

Hannah Pugh  
International Office, Faculty of Agriculture  
157 College Road, DeWolfe House  
Truro, Nova Scotia B2N 5E3  
**[hannah.pugh@dal.ca](mailto:hannah.pugh@dal.ca)**

6. The Internship selection committee will contact shortlisted candidates for interview by December 13 2017. The Interviews will take place in late December or early January with the selected candidate being announced by January 22<sup>nd</sup> 2018.

<b>Eligibility</b>
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- Canadian citizen or permanent resident
- Enrolled in the Master of Library and Information Studies (MLIS) program at Dalhousie University
- Be returning to Dalhousie for at least one term following the internship
- In good Academic (cumulative GPA of 2.5 or above) & Financial Standing with Dalhousie University
- Must follow Dalhousie process for travel abroad including attending *all* required pre-departure sessions
- Must be willing to attend a debriefing upon returning to Canada
- Must be willing to engage in public engagement and networking activities in Ethiopia and upon return to Canada
- Must be willing to complete all reporting requirements upon returning to Canada

**APPLICATION DEADLINE: Monday, December 4, 2017 (midnight)**

## **Details of Internship**

The ATTSVE project is looking for 1 MLIS student to go to Ethiopia to provide support to ATVET college library staff in the following areas:

- loan processes
- basic cataloguing (developing a print or electronic catalogue)
- arrangement of items in library/ multi purpose space
- development of Standard Operating Procedures (SOPs) and/or policies for use of resources
- instruction in the use of TEEAL (The Essential Electronic Agricultural Library) and other available electronic resources, with a concentration on open access resources.

Timeline: 6 weeks at MacRae library in Truro and 7-8 weeks in Ethiopia summer 2018.

Approximate dates April 30- end July 2018 but exact dates will be confirmed during interviews.

### **Activities**

- The first part of the summer would be a paid internship working at the MacRae Library in Truro developing materials for the ATVET college libraries
- You would be working with various Dal AC library staff, the International Office and other stakeholders to develop a plan and materials
- The remainder of the summer would be spent in Ethiopia travelling to the 4 ATVET college libraries providing training and support
- You would be travelling with other interns, supported by Ethiopian project staff, project partner JUCAVM and college staff

### **What do you receive?**

- Stipend of \$3000 - \$3500 (depending on time in Ethiopia) to cover living costs and provide additional finance to compensate for time where you are not able to work
- Dal-AC library summer student work portion paid at standard pay rates.
- All Ethiopia travel costs, vaccinations, accommodation, living costs, paid by Dal-AC international office
- Travel arrangements, visas and orientation provided by International office
- Possibility to stay in International office guest house in Truro while completing first part of internship
- Valuable work experience and a chance to make a meaningful difference to college librarians in Ethiopia

<b>Statement of Interest Guidelines—<i>Information about completing the package</i></b>
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Thank you for your interest in applying for the ATTSVE Library Internship, Summer 2018. Please read these guidelines carefully and complete the Statement of Interest Package Checklist at the end.

### **Personal Information Sheet**

In order to contact you for an interview, we require accurate current contact information.

### **Statement of Interest**

A one page letter detailing your interest and suitability for the internship program. Use this page to share with the selection committee why you chose to apply for this internship, the skill set you present as a potential intern, and what you would expect to gain from participation in the placement. This is also an excellent place to demonstrate any research you have done about Ethiopia or the ATTSVE project.

Note that the Statement of Interest is an important part of your overall package score! Make sure it is formatted correctly, free of typos, and is grammatically sound. It is not necessary to include address information in the letter, this will already be included in the Personal Information Sheet.

Questions to answer in your Statement of Interest:

- What are your reasons for being interested in the ATTSVE internship in Ethiopia?
- What is your interest in
- How are you suited (knowledge, skills, aptitudes) for this opportunity?
- What do you hope to gain from participation in this opportunity?

### **Current Resume**

An up to date copy of your resume will enable the selection committee to gain an appreciation of not only your past and current employment experience, but also your extra-curricular and volunteer experiences. This allows us to have a well-rounded picture of each applicant.

### **Unofficial Transcript**

In order to participate in an International Opportunity through Dalhousie University students must be in good academic standing. This is defined as a cumulative GPA of 2.5 or higher at the time of application.

From Dal Online ([dalonline.dal.ca](http://dalonline.dal.ca)) you can print a copy of your unofficial transcript. Please include this with your application.

### **Statement of Interest Package Checklist:**

**PLEASE ENSURE THAT ALL DOCUMENTS ARE COMPLETED AND SUBMITTED TOGETHER.**

☐ **Personal Information Sheet**

- **Statement of Interest (one page)**
- **Current Resume**
- **Unofficial Dalhousie Transcript (printed from Dal Online)**

<b>Personal Information Sheet</b>
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**Name:**

**Dalhousie student number (B00#):**

**Date of Birth (day/mo/year):**

**Year of Study (2015-2017 Academic year):**

**Studying at:**

- ☐ Halifax Campus (Studley, Sexton Campus)
- ☐ Truro (Agricultural Campus)
- ☐ Other, please specify:

**Departmental Program:**

**Expected Graduation Date:**

**Local Phone Number:**

**Local Address:**

**Permanent Address (if different from Local address):**