

Association of Research Libraries Career Enhancement Program

Grantor: Association of Research Libraries

Closes: 10/15/2010

Maximum: \$0.00

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Program Timeline

August 1, 2010 ARL issues call for applications

October 15, 2010 Applications due to ARL

November 19, 2010 Selection notification

June 1, 2011 Deadline for academic credit verification

January 6–9, 2011 ARL Leadership Symposium

January–December 2011 Fellowship experience

As an ARL Career Enhancement Program Fellow, you will have a unique opportunity to create a meaningful, practical experience in an ARL library. Each fellow will be matched with a host institution—based on interest and availability—that can best provide a rich and rewarding internship experience.

In the Career Enhancement Program, each fellow will experience:

a six to twelve-week paid internship in an ARL library;

an opportunity to work with other LIS graduate students in a cohort environment (up to three fellows assigned to the same institution);

the potential for academic credit for the practical experience (fellow is responsible for arranging this program component with their home institution);

a mentoring relationship with a professional librarian while on campus for the internship (see Mentoring Relationship);
and

an opportunity to attend the annual ARL Leadership Symposium (held during the ALA Midwinter Meeting).

Fellowship Compensation

The ARL Career Enhancement Program will provide each fellow with a rewarding compensation package. The total compensation package exceeds \$10,000 per fellow and includes:

a stipend of \$4,800 (240 hours x \$20 per hour);

an academic stipend up to \$2,500 for those who qualify. (To receive this stipend, the fellow must be enrolled concurrently in MLIS coursework);

a housing stipend up to \$2,000;

a travel stipend up to \$1,000 for travel expenses (ground and air) to and from the internship site; and

financial support for travel and accommodations to attend the annual ARL Leadership Symposium in January (estimated to cost \$1,000).

Leadership Symposium

The next annual ARL Leadership Symposium will be held January 6 - 9, 2011, in San Diego, CA. During the Leadership Symposium, each fellow will:

have an opportunity to learn about macro-level issues facing research libraries;

connect with other Diversity Program participants including MLIS students in the ARL Initiative to Recruit a Diverse Workforce;

meet their mentor and host institution representatives; and

participate in ARL career networking opportunities:

reception honoring fellows

lunches with ARL directors

HR representatives and professional staff

Host Institutions & Matching

The ARL member libraries listed below have agreed to provide each fellow with a rewarding fellowship experience.

Fellows will be matched with a host institution based on:

interest--each fellow is asked to write about their interests in the application essay, and

timing--each fellow is asked to designate which semester they are interested in completing the fellowship (spring, summer, fall).

In order to provide each fellow with a rich experience, the review committee, composed of representatives from each host institution, will match fellows based on the best combination of the aforementioned elements. Fellows are asked to be flexible and willing to participate in the program based on the committee's matching, not the fellow's institutional

interest.

The host institutions are:

University of Arizona

University of California, San Diego

Columbia University

University of Kentucky

National Library of Medicine

North Carolina State University

University of Washington

Mentoring & Supervisory Relationships

Each fellow will be assigned a mentor from the host institution who will serve in that capacity for the duration of the program. This part of the program will be designed and developed by a professional librarian with input from the fellow. During the ARL Leadership Institute in January, the fellows and mentors will meet and begin developing a partnering relationship. After the Leadership Institute, but before the internship begins, mentors will assist fellows with transitioning to campus, acclimating to the temporary work environment, etc.

During the internship each fellow will report to an assigned supervisor. The supervisor will be responsible for coordinating the work plan and daily tasks for the fellow. Fellows will be evaluated two times during the internship, with the second evaluation being the final and formal performance evaluation. Fellows will also be required to complete a formal evaluation of the internship upon completion of the program. Feedback from these evaluations will be shared with the host institutions.

Housing

The host institution will assist the fellows with securing local housing.

The program will cover up to \$2,000 of housing assistance for the program. The housing stipend can be used only for the actual cost of a physical, leased space and will be paid directly to the fellow or host institution if appropriate. ARL will pay only actual costs—for example, if a fellow secures housing in a campus residence facility and the cost for the period of the internship is \$1,200, then the fellow will qualify only for the actual amount of \$1,200.

The housing stipend does not cover meal plans, deposits, or reimbursement for utilities.

The ARL Career Enhancement Program was created to provide LIS graduate students from racial and ethnic minority groups with an opportunity to jump-start their careers in research libraries by providing practical work experience. All applicants must possess the following qualifications:

be a member of a racial and ethnic minority group as defined by the US Census Bureau:

American Indian or Alaska Native

Asian

Black or African American

Hispanic or Latino

Native Hawaiian or other Pacific Islander

be a degree-seeking LIS graduate student who has completed a minimum of 12 credit hours by June 1, 2011, and whose graduation date is after the completion of the fellowship (Applicants who will graduate before completing the fellowship or who have earned an MLIS degree prior to the application deadline will not be accepted.)

have a genuine interest in pursuing a career in research libraries

The ARL Career Enhancement Program Committee will review all applications and make award decisions according to the published timeline. Please review the program timeline for important dates.

All applications must be submitted online. To apply, please follow these steps:

Complete the ARL Career Enhancement Program Application Form online.

With your online application, submit a structured résumé (see sample).

Also with your online application, submit an essay of up to 400 words addressing the following:

What attracts you to an internship opportunity in an ARL library?

What are your professional interests as they pertain to an internship opportunity in an ARL library?

What are your goals for a six- to twelve-week internship?

Have an official graduate school transcript including your last academic semester completed mailed to ARL (see note below for mailing instructions).

If you have not successfully completed 12 academic credits by the application deadline you must submit proof by June 1, 2011 that you have completed the required hours. It is the applicant's responsibility to adhere to this deadline.

Have two recommendation letters and the accompanying two recommendation forms faxed to ARL:

Please select two persons who can assess and speak to your character and abilities.

Provide each recommender with the official ARL recommendation form and have them fax the completed form along with a recommendation letter to ARL by the deadline (see instructions below).

Instructions for Submitting Transcripts and Recommendation Forms

Transcripts

Applicants are required to submit an official graduate school transcript. Transcripts should be mailed directly to ARL from your institution. Please instruct your institution to mail your transcript to:

ARL Career Enhancement Program

c/o Abbey Gerken

21 Dupont Circle NW, Suite 800

Washington DC 20036

Recommendation Letters and Forms

Applicants are required to submit two letters of recommendation and two accompanying recommendation forms. Each recommendation letter and completed recommendation form (see link above) must be faxed directly to ARL from the recommender. Letters and completed forms should be faxed to:

Attn: Abbey Gerken

ARL Career Enhancement Program

Fax number: (202) 403-3411

Link: <http://www.arl.org/diversity/cep/index.shtml>

Categories: Academia, Career Development, Medical Libraries

Audience: Graduate Student