



### CAREER SERVICES INTERNSHIP PROGRAM (BATCH-II)

Thank you for your interest in the Career Services Internship Program (CSIP - Batch II). Career Development Center (CDC) has primarily been established to produce better employees and better employers using the potential of students and graduates of the University of Agriculture, Faisalabad (UAF). CDC helps the unemployed students and graduates to find jobs or to furnish themselves with the skills and tools they need to advance within a government agency, corporation or organization.

*CSIP - Batch II* aims to provide interns with wonderful work experience. Several of the services we offer, would not be possible without the help of our dedicated students. If you are up for a challenging experience where you will work hard, learn a lot, and gain great skills for your Résumé.

*Please apply! You might be our next Career Services Intern!*

#### ELIGIBILITY:

- *Qualification:* M.Sc./ M.Sc. (Hons.)/ MBA (Completed from UAF in Sep./ Oct. 2013)
- CSIP is open to all majors.

#### NATURE OF WORK:

- Official assignments, much of which would be done during official timings.
- Specific projects vary by semester.  
Examples: office assistant, record keeping, marketing, publicity, event planning.

#### NUMBER OF INTERNSHIPS AVAILABLE PER SEMESTER:

- Varies. Presently 1 intern position is available
- Program begins in 1<sup>st</sup> week of May 2014.

#### WORK TERM AND HOURS PER WEEK:

- Duration of CSIP is three months or twelve weeks.
- Routine office timings at University of Agriculture, Faisalabad.
- Weekly meetings and training are at set times.
- Internships may involve specific date/time availability.

#### BENEFITS:

- Learn how to work independently in some specific assignments.
- Exposure to and experience in a professional office environment.
- Gain knowledge about and experience with office resources and programs.
- Schedule flexibility.
- Opportunities for learning & various training events.



# UNIVERSITY OF AGRICULTURE FAISALABAD

## CAREER DEVELOPMENT CENTER

### ACADEMIC CREDIT POSSIBLE:

- Yes; Candidate has to make arrangements to earn academic credit by request letter through His/ Her department; only academic departments may grant academic credit.
- If you choose to arrange earning academic credit through your department, the Career Development Center Officials will work with you to help you meet requirements of your department.

### APPLICATION PROCESS:

#### Step 1:

Visit our office or view online at UAF website to become familiar with our services. Hard copy of *CSIP - Batch II* booklet is available (free to all students) in our office during office hours.

#### Step 2:

Complete an Application Form for *CSIP - Batch II*. (Hard Copy or Soft Copy) & prepare your resume to submit with your application.

#### Step 3:

Submit your application and resume via e-mail or hard copy to contact info below. If you are requesting academic credit or field study for this internship, attach/include/send a copy of the requirements and contract from your academic department (Hard Copy) with your application form and resume. Academic credit is possible for the internships in Career Development Center, if your department allows it.

### APPLICATION DEADLINES:

- *CSIP - Batch II* deadline: *Saturday, April 26, 2014 till 03:00 P.M.*
- Applicants who are selected for interviews will be contacted and interviewed by the potential supervisor. Interviews will be scheduled to occur in Career Development Center on *Wednesday, April 30, 2014*. [The application form includes a section to indicate your availability].

### CONTACT FOR QUESTIONS:

Mr. Waqar Akbar Khan  
Manager Career Services,  
Office of Career Services,  
Directorate of Financial Assistance & University Advancement,  
University of Agriculture, Faisalabad.  
Ph. 041-9200161-70, Ext: 3605, 0321-6612913  
E-mail: [managercs@uaf.edu.pk](mailto:managercs@uaf.edu.pk)



**CAREER SERVICES INTERNSHIP PROGRAM  
(CSIP - BATCH II)  
APPLICATION FORM**

Paste your  
Picture Here

**A: CONTACT/ACADEMIC INFORMATION**

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_
- Degree Title: \_\_\_\_\_ Academic Year with Semester: \_\_\_\_\_
- Major: \_\_\_\_\_ CGPA: \_\_\_\_\_

**B: APPLICATION PROCESS**

**DEADLINE FOR SUBMISSION: SATURDAY, APRIL 26, 2014**

**Please attach to your application:**

- 1) Typed responses to the following questions,
- 2) A copy of your resume,
- 3) Times you are available for an interview (fill in chart below)

1. Why are you interested in becoming an intern in Career Development Center?
2. What contributions would you make as an intern (special skills, talents, experiences, ideas, or abilities)?
3. What do you hope to gain from your internship experience in Career Development Center?
4. Have you ever used Career Development Center's resources before? If so, explain which ones.



# UNIVERSITY OF AGRICULTURE FAISALABAD

## CAREER DEVELOPMENT CENTER

Career Services Interns gain great career-related experience working directly with a staff member in a professional setting. They will learn about the many services and resources available through our office, while developing skills and obtaining experience! The internship in Career Development Center is **not paid**, however you may obtain academic credit if your department allows it.

Please **list one faculty member or former employer** we may contact as a reference.

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

### PLEASE MARK TIMES YOU ARE AVAILABLE FOR AN INTERVIEW

	9:30AM	10:00AM	11:00AM	12:00PM	12:30PM	2:00 PM	3:00PM	3:30PM
Wednesday 30, April 2014								

### ADDITIONAL INFORMATION & REMINDERS:

- If you are requesting academic or field study credit for this internship, please attach the requirements and contract from your department to this application.
- Please attach your resume to this application along with your typed answers to the four questions above on page 1.
- Applications are due to Manager Career Services by **Saturday, April 26, 2014, 3:00 PM (This is a FIRM deadline)**.

Please submit application via a hard copy to the:  
Career Development Center OR email them at [managercs@uaf.edu.pk](mailto:managercs@uaf.edu.pk)

For Queries:  
Manager Career Services,  
Career Development Center, University of Agriculture Faisalabad.  
041-9200161-70, Ext: 3605, 0321-6612913  
[managercs@uaf.edu.pk](mailto:managercs@uaf.edu.pk)

THANK YOU FOR YOUR INTEREST!