# Presidential Associates Program

New Presidential Associate Placement Request Form

Established in 1981, the Presidential Associates Program (formerly known as The Presidential Internship Program) at the American University in Cairo (AUC) provides recent American undergraduates with the opportunity to work at the highest levels of an international university, learn Arabic, and experience life in Cairo.

Associates spend one year working at AUC. Each Associate serves in a full-time position aligned with their academic and professional interests, where they develop the substantive skills and experiences needed to contribute to the AUC community and to succeed in their future endeavors. Associates have used the skills, knowledge, and networks they developed during the program to pursue a variety of opportunities and careers, including in the fields of government, foreign service, academia, journalism, and law.

In addition to the primary focus on professional development, Associates study Arabic through AUC's School of Continuing Education, benefit from faculty privileges such as faculty housing and library access, and enjoy AUC-sponsored trips to discover the culture and history of Cairo, Egypt, and the Middle East and North Africa.

## Supervisor and Office Details

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| Name: |  |  |  |
|  | Title | First | Last |  |  |

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| Office: |  |  |
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Area:

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| **☐ Area of the President****☐ Area of Advancement and Communications****☐ Area of Student Life****☐ Area of Academic Life****☐ Area of Finance and Human Resources****☐ Area of Management and Transformation****☐ Area of General Counsel and Compliance**  |
| I am applying for:**☐ One year (one associate for the 2019-2020 rotation)****☐ Two years (one associate for the 2019-2020 and another associate for the 2020-2021 rotation)** |
| Have you ever hosted an associate before?**☐ Yes ☐ No** |
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| If yes, please indicate Presidential Associate’s name(s) and Academic Year over the past five years: |  |

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If yes, please offer a brief reflection on how having a Presidential Associate impacted the work of your office.

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Please provide a brief summary outlining the expected roles/responsibilities of the Presidential Associate in your office. More specifically, what kind of work do you expect the Presidential Associate to do? Please identify *specific* projects, tasks, and responsibilities that they would have. **A comprehensive job description is required to be submitted with this application.**

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What are you looking for in a Presidential Associate (skills, qualifications, experiences, ability to fit in with your office, etc.)?

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What skills would your office help the Presidential Associate develop? What professional experiences would your office provide?

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What steps will you and your colleagues take to incorporate the Presidential Associate in your office? How will a recent American graduate’s perspective add to the office culture?

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Will you be the Associate’s direct supervisor?

☐ Yes ☐ No

If not, please indicate who will be the Associate’s direct supervisor, whose name should be indicated on the online performance management system for mid-year and final evaluations in your office.

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Any additional comments? Additional comments could include reasons why your office needs an Associate in the upcoming year based on extenuating circumstances.

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## Supervisor Requirements

**Office orientation**:

The Presidential Associates’ first day of work often coincides with the first day of classes. Upon arrival, the supervisor should provide the new Presidential Associate with a written copy of their job description for discussion. In addition to discussing the job description and ensuring that all items are clear, the supervisor should also share anticipated office expectations, Associate responsibilities, Associate-supervisor meeting frequency, and related personal and professional development activities.

**Understanding the program:**

Supervisors are expected to read the Presidential Associate’s contracts and to attend the supervisor orientation session in August so that they fully understand the program their Associate is a part of and are adequately equipped to get through the year as smoothly as possible. Most importantly, they should be clear on the program’s objectives and requirements so as to ensure that these targets are realized.

**Regular meetings**:

Supervisors are expected to meet with their associate on a regular basis. Ideally, these meetings would be scheduled to take place once a week to discuss any issues and to ensure that the expectations of both parties are being met. However, due to varying workload, this may not always be feasible. Nevertheless, the recommendation is that no more than two weeks pass without such meetings.

**Evaluations:**

Separate from the bi-annual online performance management, supervisors and Associates will both be required to provide two program-related assessments during the course of the year: mid-year and year-end evaluations. After completing each evaluation, the supervisor should meet with their respective Presidential Associate to discuss expectations versus the overall experience to date. The supervisor and Associate (each separately) will also meet with the Program Coordinator and Office of HR following each evaluation to discuss any concerns.

**Mentorship:**

Supervisors are expected to act as mentors to their respective Associates. This means that the supervisor is expected to assume a role model position and be willing to share knowledge, skills, and expertise. They should also offer encouragement and support the Associates to grow professionally and celebrate successes. Supervisors must additionally help Associates identify internal and external resources that will facilitate personal and/or professional growth, discuss career options, etc.

**Adherence to Associate’s Contract:**

Supervisors agree to uphold the entitlements and responsibilities of Associates that include but are not limited to guaranteed one-hour lunch breaks, two hours per week of professional development, allotted sick/personal days, and adequate time to perform necessary program management requirements.

This is to certify that the supervisor requirements have been read and acknowledged.

Electronic Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_