



**OCI GROUP**  
**STUDENT INTERNSHIP PROGRAM**

**2025**

### What is an Internship?

OCI Group offers formal internships to qualified applicants. An OCI internship is a prearranged, structured learning experience that takes place within a specific time period, usually over the course of two to three months. The experience should be relevant both to the intern's academic and professional goals and to the professional disciplines represented at the OCI Group.

### During the ten to twelve-week session, interns will:

- Observe and contribute to work in the assigned discipline:
  - Administration
  - Development
  - Education
  - Product Development
  - Graphic Design & Social Media Content Creation
  - Public Affairs/Outreach
  - Marketing/Special Events
  - Community Organizing and Development
  - Leadership Training and Development
- Attend pertinent meetings and programming events at the request of the supervisor
- Will participate in the internship experience roundtable
- Be assessed on a pre-determined set of evaluation parameters in order to give the intern positive and developmental performance feedback
- Evaluate the internship and his/her supervisor for continued program improvement
- Qualify for a continued paid part-time assistantship (should the funds be available)
- Qualify for internships in other departments for further business/leadership exposure

### Qualification Requirements

The Internship Program is designed for full-time college students or candidates seeking a career in business, intergovernmental affairs, lobbying, non-profit, educational, and leadership consultation with little or no experience. Candidates should

- Be in the process of completing or have completed an undergraduate education
- Demonstrate a serious interest in pursuing a career in business, international policy or business, consultations, policy/jurisprudence, Non-Profit Operations and/or Education
- Submit a resume
- Complete an interview

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## **Schedule**

OCI Group is flexible with student college schedules and asks for a commitment of at least 25-30 hours per week for at least 10-12 weeks depending on the type of internship. Internships are available for 2025.

## **Types of Internships**

1. In-School Intern – (up to 25-30 Hrs.)  
Full time undergraduate students who are attending college during the internship.

## **Internship Completion**

Upon successful completion of the program, the intern

- Will receive an exit interview
- Will receive a certificate of completion
- Will receive a copy of their performance evaluation
- Be invited to the Internship Thank You Luncheon
- Qualify for a continued paid part-time assistantship
- Qualify for internships in other departments if desired

## **Other Requirements and Restrictions:**

- Dress - Business Casual
- No guarantee of permanent, full-time employment upon internship completion
- Knowledge of the internet and of Windows-based word processing and database programs is essential.

## **Intern Positions**

**General Internship**--Assists with the general office duties such as answering phones, filing, and greeting individuals. Most importantly and primarily, shadow supervisors and OCI Group members to meet with clients; sit in with clients and community partners in meetings and training sessions. Perform other duties as assigned, such as: aiding in presentations, organizing events, helping represent OCI Group at various functions/activities, and calling and follow-up activities throughout the duration of the internship. An intern must possess the ability to research, organize, and synthesize information and put it into clear, concise written form, as well as to work well with journalists and the general public. An intern must be able to multitask and change pace and direction while staying focused ultimately delivering superior attention to detail ensuring client satisfaction. Also, the intern must have a positive attitude, high energy and flexibility with potential weekend meetings and events.

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**Knowledge/Skills/Abilities:**

- Ability to stimulate discussion and critical thinking
- Willingness to be self-driven and work in a creative and fast paced environment.
- Willingness to learn program procedures.
- Possess good customer service skills.
- Ability to train and work with youth on leadership development.
- Comfortable speaking to groups of people
- Ability to read, write, and speak Spanish (strongly preferred)
- NHI Alumnus preferred but not required
- Ability to prepare written activity reports
- Skill in organization and self-management
- Ability to develop and deliver presentations

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**Office of Business & Community Development**

**Application for the OCI Group Academic Internship (2025)**

**Please answer the following:**

1. Name:
  
2. Department(s) or area(s) of OCI Group in which you would like to intern:
  
3. Dates that you propose for your internship at the OCI Group:
  
4. Current status:  
Undergraduate\_\_\_ Graduate\_\_\_ Other (specify) \_\_\_
  
5. If a student, give current academic status (year and major) and institution:  
  
Cumulative grade point average:    Grade point average in major field of study:
  
6. Type of internship and availability to work:  
In-School Intern (25 hrs/wk) \_\_\_ Semester Long Term (40 hrs/wk) \_\_\_  
Post Graduate Intern (35 hrs/wk) \_\_\_
  
7. Do you read and speak English and/or Spanish fluently?
  
8. If a student, does your school have an intern coordinator? (If so, please list school, and coordinator's name, title, and e-mail address.)
  
9. How did you learn about the OCI Group Academic Internship program?

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10. Prepare an essay (1000 word maximum) discussing why you are seeking an internship as related to your academic or professional development and goals. Indicate the types or areas of work in which you wish to participate, and explain why OCI Group staff and facilities are particularly well suited to your needs. (Please submit on separate sheet of paper)
  11. Submit 1 page resume with photo attachment.
  12. Submit two letters of recommendation. Recommendations may be sent separately or included with your application.
  13. List institution(s) from which academic transcripts or other academic records are being sent. **Submit Official transcript.**

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Signature and date

Note: If you are accepted for an internship, we will need your date of birth and Social Security number to process your ID credential. Alternate information will be collected for non-U.S. Citizens.

**Please email the completed form to [info@oci-group.com](mailto:info@oci-group.com).**