

NCAR Summer Internship 2012

Application Window -

Application window opens: **November 11, 2011**

Deadline for submitting all materials: **February 3, 2012**

Notification of acceptance: **Early March 2012**

Application Instructions -

Please complete each of the following steps.

Step 1: Connect to the SIParCS Application website. Here you can review the categories and specific projects being offered. If you are interested in applying for any of these projects, continue to Step 2.

Step 2: Register as an official applicant on the UCAR Human Resources website link that is provided. It only requires your name and contact information. You do not upload your CV on that site. You will be asked for:

- * Name and contact information
- * Your eligibility to work in the United States
- * Voluntary demographic information concerning race and gender

Important UCAR Applicant Registration Information:

- * Select 'New Resume/CV' button (below).
- * Select the 'Proceed without resume' (then click Continue).
- * Complete Step 1: Contact Information (then click Continue).
- * Complete Step 2 – Work Authorization Status (then click Continue).
- * Complete Step 3 – Additional Information (enter X) (then click Continue).
- * Skip Step 4 – Profile Attachments (simply click CONTINUE to go to step 5).
- * Skip Step 5 – Resume/Content (simply click CONTINUE to go to Step 6).
- * Complete Step 6: - Voluntary Self-Identification (then click Continue to finalize your applicant registration).

If you have questions about the applicant registration process, please contact Nancy Lee Fithian, UCAR Human Resources, 303-497-8715, nfithian@ucar.edu

Step 3: Select a Category(s) and review the Scientific Statement(s) of Work of interest. Select a job by clicking on the link and apply by clicking on the 'Apply Now' button. You may choose to apply for up to two projects, and will need to complete an application for each one individually. Please indicate 'first choice', 'second choice' on each application.

Required SIParCS application materials:

1. CV or resume.
2. Copy of most recent university transcript (official transcript not necessary)
3. Letter of SIParCS Interest, no more than two pages in length indicating which of the CISL projects you are interested in, and why.
4. Contact information for two recommending faculty members. The SIParCS office will contact them directly to submit letters of recommendation.

If for any reason you are unable to complete the online application process, please contact the SIParCS Office at siparcs@ucar.edu or 303-497-1288

<http://www2.cisl.ucar.edu/siparcs/application>