

## 2022 Community Engaged Intern from a Virginia Tribe

*eSeaGrant & Submission Instructions*

### OVERVIEW

If you plan to apply, Virginia Sea Grant (VASG) strongly recommends registering for eSeaGrant at least two weeks in advance of the application deadline. Please review the 2022 Community Engaged Intern from a Virginia Tribe announcement (<https://vaseagrant.org/professional-development/internships/>) and refer to these instructions as a guide to submit your applications using eSeaGrant. **VASG requires that applications be submitted by mail or through eSeaGrant by May 31, 2022 at 5:00 pm Eastern Time.**

### CREATING YOUR ESEAGRANT ACCOUNT

Applicants can create an eSeaGrant account by visiting the website (<http://vaseagrant.ecsion.com>), selecting the “Register” tab, and completing the required information. If you do not receive a “welcome” email with login credentials shortly after creating an account, please contact VASG using the email address below. Once you log in, you can change your password and updated your profile. To do so, click your name in the upper-right corner of the screen, and select “My Profile.”

### CREATING AN APPLICATION

To start an internship application, or edit an existing application, click on “Current Tasks” on the banner head, and select the “Add Internship Application” button under “2022 Community Engaged Intern from a Virginia Tribe.”

Once you have accessed your application, progress down through the sequence of application sections (“Start Here” through “Submission Preview”) listed on the left side of the window to submit your application. Guidance related to these sections and application elements follows, in sequence. Please note - some sections may require additional pop-up pages. Please allow your browser to display pop-up windows.

eSeaGrant provides sections to upload your Personal Statement, Engagement and Experience Statement, and Other Experience. All of these documents should be converted to PDFs. **You must click the “Submit” button in the “Submission Preview” section to complete the proposal submission.**

Please allow ample time to submit your internship application elements. Confirmation of the submission will be automatically generated and sent by eSeaGrant. If you do not receive confirmation shortly after submitting your application, please contact Scott.

### APPLICATION ELEMENT INSTRUCTIONS

#### *Applicant Registration*

Please fill out the registration form, including your full name, major/degree program, college or university, anticipated year of graduation, and tribal affiliation (if applicable).

#### VIRGINIA SEA GRANT PARTNER UNIVERSITIES



### *Resume (1 page max.)*

A one-page resume or list of past work, volunteer and community experience (position title, organization, employment start and end date, short description of responsibilities and accomplishments).

### *Personal Statement (limit of 1,000 words)*

Virginia Sea Grant is a multidisciplinary organization and values individuals from a wide range of academic disciplines and career paths. Please describe:

- How this internship contributes to your broader career ambitions;
- Your motivations for participating; and
- Two professional skills you want to gain or refine as part of this program.

### *Engagement and Experience Statement (limit of 1,000 words)*

Based on your experience or knowledge of past projects/partnerships you have seen, learned about, or contributed to directly:

- What opportunities do you see for gathering input from tribes concerning natural and cultural resource challenges or climate change impacts to inform Tribal leadership and their local, state or federal partners?

### *Other Experience*

A list of up to four college or university courses, professional development trainings, and/or volunteer or professional experiences that you feel align with this opportunity.

## ADDITIONAL INFORMATION

If you have questions about this opportunity, please contact Scott Sandridge. If you have general questions about eSeaGrant, please contact Renee Sanders.

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