



Psychology Student Association at UC Irvine 2025-2026 Intern Application

The following positions are available for 2025-2026 PSA Interns:

Secretary, Treasurer, Webmaster, Community Service Chair, Social Chair, Marketing Chair, Outreach Chair, Project Coordinator

A detailed description for each intern position is on the last 2 pages of this document.

Intern Requirements:

- Must be a PAID member
- **2-Quarter Commitment** (Winter and Spring Quarter)
 - *Note: Orientation will be held during the end of Fall Quarter*
- Being able to attend as many meetings as possible!
 - Including:
 1. **Weekly General Meetings** (Wednesdays)
 2. **Weekly Intern Meeting** (TBD) - Required
 3. **Select Board Meetings** (TBD) - Required

Intern Expectations:

- The intern team will have two main types of assignments: assignments given within the intern team by the Intern Liaison and tasks from their assigned board member.
 - As an Intern Team, interns will create and lead an intern-led general meeting and fundraiser. They will also complete weekly intern assignments from the Intern Liaison. These intern team assignments can vary from educational, professional to social.
 - Tasks given by their assigned board member will vary depending on their position.
- Expected Traits
 - Hard-Working
 - Punctuality & Organization skills
 - Communication skills!!
 - Most importantly... willing to learn and grow!

Application Instructions:

1. Please fill in the application and your name in the title of the document.
2. Email a PDF of the **APPLICATION** (excluding this page) and a PDF of your **RESUME** titled "[Applicant Name] - Resume" to allisohh@uci.edu.

Application Deadline: Week 4 Wednesday, October 22nd 2025 11:59 PM

**Psychology Student Association at UC Irvine
2025-2026 Intern Application**

Applicant Information

Full Name: _____ Preferred Name: _____

Year: _____ Major(s), Minor(s): _____

Career of Interest: _____ Expected Graduation Year: _____

Position(s) applying for

(Choose top three and number them in order of preference, 1 being first and 3 being last).

By listing the positions below, you are acknowledging that you have read the description for each position. Descriptions are listed in the last 2 pages of the application.

- 1.
- 2.
- 3.

List all of your main commitments (ex. extracurriculars, course units, work, research). Include the number of hours per week. Be as specific as you can.

Quarter	Commitments
Winter	- Name of commitment - Hours/Week (If you can include specific days of the week or dates please include them)
Spring	- Name of commitment - Hours/Week (If you can include specific days of the week or dates please include them)

General Questions

Please answer ALL general questions in 5-10 sentences. Be as detailed as possible.

1. Why do you want to be a PSA Intern? How have you been involved in PSA so far?
2. What are you looking to gain from this internship?
3. Why should we pick you? Be creative!

Position-Specific Questions

Only answer the questions of the position(s) you are applying for. Delete unanswered questions and sections. Be as detailed as possible.

Secretary Intern

1. Being a secretary intern often requires juggling multiple tasks at once. How do you prioritize your responsibilities to meet deadlines? *3-5 sentences*
2. What is your favorite part of our newsletter and what improvements would you add to it? *3-5 sentences*
3. Secretary interns are expected to assist the secretary with the weekly newsletters, Google Forms, etc. In addition, the secretary works hand-in-hand with other board members to contribute to the club as a whole. Which other board member could the secretary collaborate with? Create an initiative or project they could undertake together. *5-7 sentences*

Treasurer Intern

1. Describe 2 or more fundraising ideas that PSA can use. Try to come up with ideas that we have not done before or improve on ideas we have done before. *7-10 sentences*
2. What challenges do you foresee in planning this event, and how will you troubleshoot them? *3-5 sentences*

Webmaster Intern

1. Look through our club's website psaatuci.com. Describe how we can improve our website. Include at least one new feature we can add. *7-10 sentences*
2. Looking at our current website, how would you describe PSA's visual brand in three words? What visual elements would you change or add to better reflect our community atmosphere? *3-5 sentences*

Community Service Intern

1. What experience do you have with volunteering? Why did you choose to volunteer there? *3-5 sentences*
2. Scroll through volunteer websites (ex. VolunteerMatch), and choose a volunteer program PSA should hold a community service event with. Describe the volunteer program, why PSA should work with them, and how to be a volunteer. In addition, shortly describe a unique volunteer event idea we should hold on campus (maybe even during a general meeting). *5+ sentences*
3. As a Community Service Intern, you will be tasked with preparing your own community service event for our club. Describe a community service event (on or off campus) that PSA can hold. Include how it is relevant to psychology in any way. *5+ sentences*

Social Intern

1. Social interns are expected to create an inclusive and welcoming environment for all members. How would you make a new member feel comfortable and engaged during one of our general meetings? *3-5 sentences*
2. Describe at least one icebreaker activity that PSA should do. Try to come up with an idea that we have not done before. *3-5 sentences*
3. Describe a social event (can be on or off campus) that PSA should do. Try to come up with ideas that we have not done before or improve on ideas we have done before. *3-5 sentences*

Marketing Intern

1. Do you have any experience posting on or designing posts for social media apps like TikTok, Discord, and Instagram? If so, what ideas should we implement to those apps? *3-5 sentences*
2. Make a 15-second TikTok of anything psychology, PSA, or UCI related. Feel free to be creative and utilize any TikTok trends. Download the TikTok and insert the video or link (format doesn't matter). Ensure that the video can be viewed using an outside device before emailing the application.
3. PSA is hosting an academic meeting on the subtypes of Psychology on December 3rd, 2025 from 5:00-6:00PM. At the meeting, we will be selling stickers for 1 for \$1, 3 for \$2.50. There will be a slime-making social after the meeting from 6:00-7:00PM. Create an aesthetic Instagram post listing all the details above.
4. An important aspect of marketing involves drawing inspiration from various sources. Please share a link to one post that you believe could be good inspiration for PSA's general meeting announcement post on Instagram or serve as an idea for an Instagram Reel.
5. *(Optional)* If you have a portfolio of previous design work, please include an accessible link here.

Outreach Intern

1. Outreach interns are expected to present job/research opportunities in the beginning of the general meeting. Research a REAL opportunity, and tell me the steps of how you would prepare and present it to PSA members. *5+ sentences*
2. The Outreach Chair is in charge of organizing PSA's biggest academic event of the year, the Career & Networking Fair. An annual fair where graduate schools, internships and businesses are invited to speak to students. What challenges do you foresee in planning this event, and how can you help troubleshoot them? *5-7 sentences*

Project Coordinator Intern

1. Project Coordinator interns are expected to plan and execute their own general meeting in collaboration with a UCI club/organization or outside organizations/individuals. What

skills can you provide to help fulfill this role? Do you have any specific experiences? 3-5 sentences

2. Name 2 specific UCI clubs/organizations or outside organizations/individuals that PSA should collaborate with. Why should PSA work with them and how would you plan out the general meeting? Be as detailed as possible. 7-10 sentences
3. (Optional) Do you have any other event ideas that you would like to see the Project Coordinator execute? 5+ sentences

DELETE the information below (including this line) when completing the application!

This is the end of the application. The next 2 pages include a detailed description for each intern position. Ensure you read the description for the role(s) you're interested in and to follow all of the application instructions before emailing.

****Email your completed application and resume to allisohh@uci.edu no later than Wednesday, October 22nd at 11:59 pm****

Description of Intern Positions

Secretary Intern

The Secretary intern is tasked with using MailChimp to create and send out PSA's weekly newsletter to update members about the week's upcoming activities and important information. They will also maintain the PSA mailing list and add members to the contact list as needed. They will also be expected to collaborate well with other interns of varying board positions.

Treasurer Intern

The position of a Treasurer intern is to help manage the club's finances. This includes all membership dues, reimbursements, budgeting, and expenses. They collaborate with other board members to come up with their chair budgets at the start of every quarter along with creating budgets for other expenses such as shipping, giveaways, and allocating money for possible scholarships/end-of-the-year banquet.

Outreach Intern

The Outreach Chair intern is responsible for making external connections for PSA. Each week, they are in charge of finding research, internship, or job opportunities to present at our general meetings. The Outreach Chair intern is also expected to aid in the planning and execution of the annual Career & Networking Fair, an event dedicated to spotlighting various graduate programs, research laboratories, internships, and professional employers to aid students in pursuing their career goals after college. Collaborating with the Outreach Chair and other executive members, the Outreach Chair intern should also assist in expanding the Outreach position and enhancing the PSA program, helping to implement quarterly Outreach-related meetings and tabling efforts on Ring Road.

Community Service Intern

The Community Service Chair intern is responsible for planning volunteering events that not only involve giving back to the community but are also relevant to psychology. Events will range from drives, weekend volunteer opportunities, weekday service events, and anything creative they can bring to the table.

Webmaster Intern

The Webmaster intern is in charge of helping to manage everything that involves the website, such as news updates, slides, photos, files, and exclusive content. Therefore, they must be highly organized and know how to present large amounts of information in a condensed format. They will also develop clear methods to present large volumes of information concisely, assist in troubleshooting website issues, and maintain optimal performance.

Marketing Intern

The Marketing Chair interns are responsible for increasing PSA's reach throughout campus by helping manage our marketing. Intern duties include designing digital marketing posts, taking photos, creating engaging content, making decorations for events (i.e., End of the Quarter Socials), and managing social media (TikTok, Instagram, and Discord). Marketing Chair interns must collaborate with all other board members to ensure that all events are marketed throughout our social media.

Project Coordinator Intern

The Project Coordinator interns are responsible for planning a general meeting in the spring quarter. This general meeting will be a collaboration with an external organization, with approval from the Project Coordinator. They handle all things related to this project which includes ensuring member engagement, communicating with the external organization, event coordination, planning and reporting all communication to the board and interns. In addition to this general meeting, they will aid the Project Coordinator with any events they plan.

Social Intern

The Social Chair intern will help organize, promote, and maintain control of ice-breakers, and social events, on and off campus. Social events and icebreakers are made for the purpose of new and current members to interact with each other and have fun while forming new connections and friendships in the process. Social Chair interns help to create a welcoming environment that promotes inclusivity for general members.