



## Employer Frequently Asked Questions

SOTC has been welcoming interns to Cleveland and Northeast Ohio (NEO) for over nearly twenty summers. They provide up to 400 hours of meaningful contributions to their employer throughout their 9-10 week experience. Please see below for our answers to all your questions about this impactful program.

### What are some of the benefits of hiring an SOTC intern?

A student intern from one of our partner schools may add tremendous value to your summer work program and compliment your existing team. Whether they are tasked with special projects, supporting key staff or function areas, or assisting with summer programming, SOTC students will adapt to meet the organization's needs. Additional benefits include:

- SOTC interns may compliment interns hired from the local area, offering your team diverse skill sets, talent and fresh perspective.
- Our portal allows for an organized, competitive and easy to manage application/review process.
- The students you hire are well taken care of throughout their internship experience resulting in a healthy work-life balance and effective results.
- Local alumni hosts (mentors), SOTC staff and cohort peers join internship managers in providing support and guidance to students throughout the summer.
- Cost-free housing in kitchen equipped dorms, multiple, affordable transportation options and approximately 50 organized events/activities to choose from, allow students to quickly get established and begin their work experience and enjoy their free time building connections and exploring Cleveland.
- Most students are open to returning to Cleveland for fulltime work upon graduation which may benefit your organization as opportunities evolve. They may also serve as ambassadors for your organization following their experience.

### When and how do I post an internship?

SOTC begins to accept internship postings in the fall and continues to accept them through early May. Simply visit the **Employer login** to register and complete the SOTC internship description form. We have found that using a standard form for all employers allows students to be more effective in their internship search. Please refer to the "Posting an Internship" form on our site for step by step instructions on logging in and posting your internship. **Employer Login:** <https://jobs.summeronthecuyahoga.com/Employers/Login.aspx>

### Can I post a full-time position?

Yes! Employers may also post fulltime positions on our job board through the same portal. Once you click LOGIN, follow the prompts to post a full-time position.

### If I post an internship, do I have to hire an intern?

No. Simply posting the internship allows you to receive applications from students who attend SOTC's partner schools. If you do not find a student who meets the criteria you have set, you are under no obligation to hire



one. In addition, we trust that you will not use our site to identify candidates and then hire them outside of SOTC. Please contact us if you are not seeing a large enough pool of candidates expected so that we may assist.

### **Can I advertise this internship position elsewhere, or does it have to be exclusive to the SOTC program?**

You may advertise the internship position through any and all sources available to you—it does not have to be unique for the SOTC program. SOTC is simply providing another mechanism for you to reach students at schools that you might not otherwise pursue. We request that if you fill your position from other sources, you remove the position from our website and alert the applicants that the position is filled. We also ask that you consider all of the benefits to both you and the student before choosing to hire outside of the program.

### **If I hire an SOTC student and non-SOTC student(s), may the non-SOTC student participate in the program?**

Only students from SOTC partner schools may fully participate in the benefits of the program (housing, all events/activities, etc.), however we do have the **Pick 10 Program!** This program allows non-SOTC interns working for employer partners to select up to 10 applicable SOTC events/activities at a cost of \$300 (payable by student or employer). For more information, please contact us at [info@summeronthecuyahoga.com](mailto:info@summeronthecuyahoga.com).

### **When and how do students apply?**

The website “opens” for student applications in October. Students go through their school-specific website to view the internships and apply. While they use our site for the application process, their application is emailed directly to the employer for evaluation. Again, it is the employer—not SOTC—who makes the hiring decision. When you log in to your password-protected account, you will be able to access your personal applicant database and view a summary of the applicants, review their applications online and update their status (i.e., *In Review, Make Offer or Decline*). When the student logs in to his or her password-protected account, he or she will also be able to see the status that you set.

### **How do I evaluate or interview the applicants?**

You are encouraged to review applications as they are submitted rather than holding them all to the end of the application process. This way, applicants know you are interested in their candidacy and won't pursue other opportunities. We also ask that you respond to all applicants, as any positive personal contact they have with an employer will contribute to their perception of NEO as a place of potential employment opportunities. As explained above, you may change the status of each student's application by logging in to the SOTC website. Once the employer identifies a group of students to be interviewed, the employer can proceed with phone interviews, Skype/Hangout interviews or in-person interviews if the student attends a partner school in the area (like CWRU). Most employers prefer to conduct phone or web interviews when filling these internship positions.

### **How do I extend an offer to a student?**

When you are ready to extend an offer to a student, you will log in to the SOTC website and issue an Commitment Letter for that student. When you submit the letter through the website, it will be emailed first to the SOTC Executive Director who will then forward it to the applicant. The student is expected to reply within a specified period of time, usually three business days, and their position in the SOTC program is not reserved until they complete and submit their portion of the Commitment Letter. We have learned that this is the most effective means of tracking employer offers, student acceptances and therefore positions in the SOTC program.



Of course, you may verbally discuss the offer and/or send an internal offer letter (please copy SOTC), but you and the applicant must also complete SOTC's letter.

### **Is there a cost to participate?**

If you post a job description but DO NOT hire a student, there is no cost to you.

If, however, you hire a student, you will pay a stipend/salary directly to the student for the entire internship period. In addition, each employer pays an \$1,100 employer fee, per student hired, which helps cover the cost of housing and events for the summer. The stipend/salary is decided upon by your organization and may be discussed with the student during the final interview/pre-offer period. Average hourly salaries range from \$10 to \$15 and stipends range from \$3K to \$4500 (nonprofits typically on the lower end of range). If you are a startup or nonprofit, we may be able to work with you to get a portion or all of your employer fee covered by grant funding. If you are a company willing to 'pay 1; give 1' and support a nonprofit or startup with their fee, please contact us!

### **What is the students' program and work schedule?**

The official SOTC program runs 9 weeks or early June through early August. However, if your internship is longer than 9 weeks or must begin sooner, SOTC will work with you to meet your needs. The interns will be working regular work weeks (or whatever is stated in the job description) and will have an opportunity to participate in several SOTC activities each week. There will be a few instances when an intern may wish to attend an event that begins at 5:30pm or is held during the lunch hour. We instruct interns to discuss with their employers the possibility of leaving work a little early or taking an extended lunch if they wish to attend one of these events, though we defer to you on whether the intern may attend them.

### **What is the deadline for applications?**

The application period begins in the Fall and ends in May or when all positions are filled. Employers will interview and hire interns according to their schedules. Each school has a predetermined number of spots interns to participate in SOTC. The awarding of these positions will be on a first-come-first-served basis for the employers, and students who respond to the Commitment Letter; therefore, preference is given to early applicants and commitments. New employers may continue to post positions throughout this time frame. Check the website often for new opportunities. SOTC will send employer updates in April and May indicating remaining spots per school. Please see the program timeline below for more details.

### **May students arrive a week late, take a vacation with family or leave a week early?**

Generally no. Students are expected to be available for work during the entire internship. We appreciate, however, that it may be necessary to miss a day's work for a special event such as a family wedding. Students must make appropriate arrangements with their employer if they will miss work, as well as clear absence from the dorm with SOTC staff if during a weekday or on the date of a weekend mandatory event. Please let students know what schedule to expect around the 4th of July holiday.

### **How will students get to work?**

Interns walk, bike, take RTA or drive depending on the location of their workplace. You can share information about your office's access to RTA and other helpful information. We encourage carpooling or cohort travel for



those job sites with multiple interns. Please be sure to select whether a car is necessary, encouraged or not necessary when posting your internship.

### **Who is the intern's official employer throughout the internship?**

Each participant is an "at will" employee of the employing organization. The employers establish all issues relating to employment. All students are expected to follow the procedures and policies of their employers. The local alumni associations who participate in and sponsor the program do not employ the students. SOTC will support and assist with any issues that arise, so please contact us if there are questions or concerns at any point during the internship experience.

### **How are interns to be paid?**

The employers pay wages to interns directly, typically bi-weekly or weekly, according to their own standard policies. As a paid summer intern, students are an employee, and subject to normal withholding procedures on paycheck. Feel free to discuss the particulars of your pay period or withholdings with your selected candidate.

### **Where will students live?**

Fenn Tower, a dormitory on the campus of Cleveland State University (CSU), located near public transportation and downtown attractions such as the Theater and East 4<sup>th</sup> Street Districts. **The physical address (not mailing) is 1983 East 24<sup>th</sup> Street, Cleveland, OH 44115.** NOTE: for 2020 & 2021 SOTC utilized housing at Case Western Reserve University. We will confirm by mid-winter which location we will be using for housing in 2022.

### **Would if the internship begins prior to or extends after main program dates?**

School alumni will coordinate a "Homestay Family" for students when dorm space is not available.

### **Do students have to live in the dorm?**

Yes. SOTC is a residential program, and all program participants (including those from NEO) are required to live in the dorm. The accommodations are apartment-like suites, and living together downtown as be asked to leave the program and the employer will be given the opportunity to terminate the internship.dorm, they may

As a participant in the SOTC program, housing is paid for by the program. It is because of the financial contributions of local alumni, employers, and others in the community that SOTC is able to pay for housing and provide students with other civic, social and educational opportunities.

### **Do student interns pay a fee to participate in Summer on the Cuyahoga?**

Yes. Each participant is required to pay an enrollment fee of \$300. This fee is in place to establish buy-in with the students but will come back to them through program offerings that include partial parking reimbursements for car pool drivers, discounted public transportation tickets and more.



### **Who are the sponsors of the Summer on the Cuyahoga (SOTC) program?**

The Summer on the Cuyahoga program is a collaborative effort among local alumni of seven schools. The programs are supported primarily by volunteer time and monetary contributions from alumni of the respective schools. Additional support comes from family, community and corporate foundations as well as participating employers.

### **Who is eligible to participate in the SOTC program?**

Undergraduate students of the participating schools (see "How do I apply...") in good standing who have at least completed their sophomore year at the start of the summer program are eligible to participate. Graduating seniors are also eligible.

Because this organization depends on the volunteer commitments of the participating local alumni groups, students of other undergraduate colleges or graduate schools are not eligible for this program, but they should visit [www.Cleveland.com/Jobs](http://www.Cleveland.com/Jobs) or [www.globalcleveland.org](http://www.globalcleveland.org) regarding employment opportunities.

### **ANNUAL PROGRAM TIMELINE BELOW**

## **Expanded Program Details**

### **Events**

We at SOTC and our alumni volunteers organize a series of events to enhance our students' summer in Northeast Ohio. Events are planned with their interests in mind and include meetings with civic leaders, cultural, social, and community service offerings, as well as career explorations with young professionals and alumni. Since they are working during the day, events are scheduled during evenings and weekends. While some events are mandatory, most are optional, and ALL are interesting! We expect each intern will attend mandatory events and at least ten (10) additional events over the course of the summer. Employers may want to encourage students to take full advantage of more activities and may also join them for a couple (contact SOTC team when interested).

### **Alumni Hosts**

Students will be partnered with an adult alumni host for the summer, with the intent that the host becomes a resource regarding life after college and the possibility of a future in Cleveland. Since the host is an alumnus/alumna of each student's specific school, we have found that the relationship often continues beyond the summer experience. They typically find it's a great way to stay connected to NEO news and opportunities when back at school or onto the next part of their life. For their part, the alumni enjoy the connection to current life on campus at their Alma mater. Some events will be arranged for students and hosts together, but many hosts coordinate more frequent interaction, like a biweekly lunch.

### **Housing**

SOTC is a residential program, and all program participants (including those from NEO) are required to live in the dorm. The accommodations are apartment-like suites, and living together downtown as young professionals is always a highlight for the interns. Housing is subsidized by SOTC.



Interns will live in Fenn Tower on the campus of Cleveland State University ([See Housing Note Above](#)). Fenn is Euclid Avenue, just minutes from downtown Cleveland. Public transportation is available in front of the building, and a grocery, pharmacy and restaurants are a short walk, drive or bus ride away. Rooms are doubles in a single-sex suite of four people. Each room is furnished with two beds, two dressers, two desks, two closets, overhead lighting, and a full bath. A privacy wall separates the bedroom space. Each suite has a small kitchen with a full refrigerator, stove top and microwave, and a common room with a couch and chairs for small group gatherings. Every room is air conditioned and has wireless internet access.

On the second floor of Fenn is a large game room with pool tables, a ping pong table, chess/checker tables, foosball games, and multiple televisions. Fenn also has a large (free) laundry room and fitness center in the lower level of the building. Students planning to cook in the dormitory should provide their own dishes and cooking utensils. A full oven is available in the sixth floor common area. Parking is available near the dorm for a fee, which will be partially reimbursed if you agree to drive other interns to work and/or events. Interns are issued CSU ID cards and will have access to the recreation center for a small monthly fee.

**Program Contacts:**

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## Program Year Timeline

### October-December

- October: Employers may begin posting job descriptions to the website
- SOTC staff visits partner campuses to promote program, its employers and Northeast Ohio
- Early November: Website goes “live” on campuses and students can begin submitting applications.
- Employers will be notified via e-mail when a student applies, and are encouraged to acknowledge applications within a week of receiving them. Automated website features may be used to inform students of their status (“In Review”, “Make Offer” or “Decline”).

### January and February

- SOTC staff visits partner campuses to promote program, its employers and Northeast Ohio
- Students continue to apply for positions; employers continue to interview students and may begin to extend offers at any time. All offers should be submitted through the website on the Employer tab. Students are asked to respond to offers within 48 hours so that employers can proceed with the hiring process.

### March/April

- Employers are encouraged to conclude all interviews and extend employment offers if possible. All of the schools will have spring breaks staggered throughout March so it may be difficult to reach students during these days. It is highly recommended that all initial offers be finalized by mid-April. Exceptions may apply including mid-late winter postings where more time is needed to complete interviews and extend offers.

### April/May

- Welcome packets and registration materials emailed to all confirmed student participants.
- Students complete and return to SOTC the registration materials.

### May

- SOTC hosts an Employer luncheon during which employers meet one another and discuss internship best practices. Hiring managers and/or individuals who will be supervising the interns should attend this event and work with SOTC staff to finalize internship plans.



- Employers contact students to share information about travel to work, dress code, work hours, employment expectations, etc.

## **June**

- Students move into housing at Cleveland State University on scheduled weekend in early June (U Chicago students arrive the weekend after), and the first day of work will be the following Monday. If employers need interns to begin prior to this date, they may coordinate an alternate schedule with the student and SOTC. Homestay options with volunteer alumni may be used.
- Opening reception for employers, interns, alumni and other SOTC partners will be held on the first Tuesday evening following last move-in date.

## **July**

- Students continue working while enjoying a wide variety of (40+) SOTC events and activities.
- Employers will receive SOTC news updates that include event recaps and feature upcoming events that employers and hosts are invited to join.

## **August**

- The Closing Reception for the SOTC community will be held typically on the first Wednesday of August and the last day of work for many interns will be the following Friday. U Chicago students will work one more week. If employers need interns to work beyond this date, they may coordinate an alternate schedule with the student and SOTC. In most cases, SOTC may extend housing for select students by one week to accommodate extended work schedules. A housing fee may apply (~\$105/week)