

Office of the Dean

Project IGNITE!

The Northern Illinois University College of Business and DeKalb County Economic Development Corporation (DCEDC) are pleased to announce the continuation of a joint program to improve member access to cost-effective, professional human resources. The IGNITE! Program provides an opportunity for member companies to connect with and employ NIU Business students part-time and subsidizes compensation for up to five DCEDC member companies, local start-ups and local non-profits.

The NIU College of Business has over 2,000 undergraduate students studying Accountancy, Business Administration, Finance, Management, Marketing, and Operations Management & Information Systems. Over seventy-five percent of NIU Business students live in DeKalb County during the school year and nearly sixty percent work anywhere from one to 40 hours a week. Most students are in jobs that do not meaningfully contribute to their professional growth. The NIU Business students are an untapped resource for DCEDC member companies. At the same time, DCEDC member companies are not an instinctual source of work for NIU Business students. The IGNITE! Program changes this dynamic.

How it works:

To participate in the IGNITE! Program, DCEDC member companies must submit an online proposal for a year-long, part-time (no more than 20 hours per week) position. Positions must include clear goals, defined professional responsibilities, projects and developmental opportunities, and general expectations. The proposal deadline is May 31, 2019.

A committee will choose five proposals from DCEDC members companies, local start-ups and local non-profit organizations for funding. Students will be paid \$10 per hour. The NIU College of Business will subsidize student payment at a rate of \$9.25/hour. The hiring organization will contribute \$500 to support student wages or pay the student \$0.75 per hour directly. The hiring organization will also provide development opportunities to the student.

Selected organizations must assist in promoting their opportunity to students in person and online through the NIU job board in late August 2019. The selected organizations will be responsible for interviewing, hiring, onboarding, training and management of the student. The period of employment is August 26, 2019-May 9, 2020. The enclosed flyer and FAQ include program specifics.

The NIU College of Business and DCEDC share a similar goal: To strengthen public/private partnerships for the purpose of economic growth and diversification. The IGNITE Program is an important step toward achieving this goal.

Sincerely,



Balalji Rajagopalan, Ph.D.
Dean, NIU College of Business



Paul Borek
DCEDC Executive Director



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Background/Overview:

The DeKalb County Economic Development Corporation (DCEDC) is a 501(c)(3) public-private partnership, established in 1987. In 2017, DCEDC celebrated 30 YEARS of facilitating sustainable and diversified economic growth within DeKalb County, Illinois. DCEDC goals are to 1: Attract New Business and Industry and Capitalize on Distinct Advantages and Strengths of DeKalb County; 2: Retain and Expand Existing Industry; 3: Provide Leadership and Support for Workforce Development Initiatives; 4: Enhance and Promote the DeKalb County Business Climate to Support Expansion and Encourage New Business Formation; and 5: Strengthen the DCEDC Public/Private Partnership to Enhance Economic Growth and Diversification.

The NIU College of Business has an undergraduate population of approximately 2,400 students studying Accountancy, Business Administration, Finance, Management, Marketing, and Operations Management & Information Systems. Within the Management major students can choose an emphasis in Entrepreneurship and Social Responsibility. All NIU students can choose to minor in Business Innovation & Entrepreneurship and/or Social Entrepreneurship and/or earn a certificate in Social Entrepreneurship. The Management Department provides financial support for NIU students working in unpaid internships in the entrepreneurship or social entrepreneurship sectors through fellowships.

A survey of the 2017-2018 College of Business junior class found more than seventy-five percent of NIU Business students live in DeKalb County during the academic year and nearly sixty percent work anywhere from one to 40 hours a week. Anecdotally, workplaces range from bartending and waitressing to working in an NIU office. The College of Business would like to assist students in securing and funding professional experiences while on campus.

This brief proposes the continuation of the IGNITE! Program. The structure of the IGNITE! Program will allow the NIU College of Business, the DeKalb County Economic Development Corporation and various start-up and non-profit organizations to:

1. Improve student access to immersive professional co-op experiences and developmental opportunities in the DeKalb area during the academic year.
2. Improve entrepreneurial and social enterprise access to cost-effective professional human resources in DeKalb County.
3. Strengthen the partnership between NIU and local business and the non-profit community.

Through this program DeKalb County Economic Development Corporation member companies, start-ups and non-profit organizations can access talent to assist with well-defined professional tasks and projects during the fall and spring semesters. The NIU College of Business will promote opportunities to students and subsidize student payment at a rate of \$9.25/hour, up to 20 hours per week for 35 weeks. The hiring organization will contribute \$525 or \$0.75 per hour to support student wages and provide development opportunities to the student.



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Project Parameters:

1. To participate, organizations will submit year-long, part-time (no more than 20 hours per week) co-op positions proposals for IGNITE! approval. Positions must include clear goals, defined professional responsibilities, projects and developmental opportunities, and general expectations. The proposal should be submitted online at go.niu.edu/IGNITE
2. Promotion of the program to organizations will take place at the end of March 2019 through a letter to DeKalb County Economic Development Corporation member companies. The College of Business will communicate the opportunity to non-DCEDC companies. The organization proposal deadlines will be May 31, 2019.
3. Each position will be reviewed by a team of College of Business faculty and staff and five will be selected. Positions not selected will be evaluated to determine fit for other experiential learning activities in the College of Business.
4. Selected positions will be promoted to College of Business students. On August 28, 2019, a Career Development Passport event will be held in which organization representatives will pitch their opportunity to interested students. The same day, an IGNITE! Fair will take place in the Barsema Hall atrium. To qualify for the IGNITE! program, organizations will have to participate in at least one of these activities. Both will allow students to interact with organization representatives and learn more about the opportunities. Additional promotion will occur in classes, to student organizations and through advisors and NIU College of Business social media.
5. Each organization will create an account on Huskies Get Hired! Interested students will be asked to submit a cover letter and resume through the system. Each organization will receive instruction on accessing application materials and interviewing resources available through Career Services.
6. The hiring organization is responsible for interviewing, hiring, onboarding, training and management of the student.
7. The College of Business will subsidize student payment at \$9.25 per hour. The hiring organization will contribute \$500 to the College of Business to support student wages or pay the student a minimum of \$0.75 per hour directly.
8. The period of employment is August 26, 2019 – May 9, 2020.



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Project IGNITE!

Schedule:	May 31, 2019 – IGNITE! proposals due June 30, 2019 – IGNITE! positions selected August 12, 2019 – IGNITE! positions loaded on Huskies Get Hired August 28, 2019 – IGNITE! Information Tables and Pitch Session in Barsema Hall
Target:	Support five students in five organizations for engagements lasting the entire academic year
Total Resources Requested:	Approx. \$32,375



IGNITE!

2019-2020 FAQ

What is IGNITE!?

Through the NIU College of Business IGNITE! program, up to five DeKalb County Economic Development Corporation member companies, local start-ups and/or local nonprofit organizations can easily hire NIU College of Business students to assist with professional tasks and projects during the school year. Hiring organizations pay just \$500 for up to 35 weeks of part-time help from fall 2019 hiring to May 9, 2020. The NIU College of Business will subsidize student wages up to \$10 per hour.

How do we get involved?

Organizations must submit a position proposal online at go.niu.edu/IGNITE. Position proposals must include clear goals, defined professional responsibilities, projects and developmental opportunities, and general expectations. A College of Business committee will select five to proposals to fund by June 30, 2019.

What are the terms of the student employment?

The students will be hired as regular NIU student workers, thus subject to all criteria, policies, and guidelines set forth by the State, University, and Federal Government. These include:

- The student is registered for a minimum of 6 credit hours.
- The student meets the cumulative GPA requirements
 - 2.0 or above for undergraduate, postgraduate and law students
 - 3.0 or above for graduate student
- Student employees may generally work a maximum of 20 hours per week, while classes are in session. During vacation periods while the university is open, students may work up to 25 hours a week.
- Student Employees should be provided one 15-minute break period for every continuous four-hour work period. The 15-minute break period should be preceded and followed by work.

Students are eligible to work 35 weeks from August 26, 2019 to May 9, 2020. The university winter closure (December 23, 2019 to January 1, 2020) is not included in the 35 weeks.

The students will be paid a minimum of \$10/hour.

What is the external organization's share of the wage?

External organizations are asked to pay just \$500 toward the students' wage. This can be paid in one of two ways:

- The organization can hire the student and pay the student \$.075 per hour directly. NIU will pay the balance of \$9.25 per hour directly to the student.

- The organization can donate \$500 to the NIU ELC Angel Fund (approx. 33 weeks * 20 hours per week * \$0.75 per hour). NIU will pay the entire \$10 per hour directly to the student. NIU can generate an invoice, if needed.

Can we pay the student more?

Yes, the organization can supplement the student wage. In this case, NIU will pay \$9.25 per hour and the organization will pay the student \$0.75 per hour plus the amount the organization would like to supplement.

How are students managed?

The organization is responsible for selecting, hiring, onboarding, training and day-to-day management of the IGNITE! student.

Students must submit timesheets to the NIU College of Business two times each month. This must be signed by their organizational supervisor.

How are the IGNITE! positions promoted to the students?

Organizations selected for the IGNITE! program must load their positions in Huskies Get Hired, the NIU online job board (<https://niu.edu/careerservices/huskies-get-hired/index.shtml>), and indicate that the position is limited to College of Business majors and funded through the IGNITE! Program.

For assistance, please contact Carolyn Ramsey (815.753.7170 or cramsey@niu.edu) in NIU Career Services.

Ignite! organizations will host information tables in the Barsema Hall Atrium on August 28th, from 10 a.m. – 1 p.m. and/or pitch positions to interested students from 1:30-2:30 p.m.

What resources are available to support the hiring process?

In Huskies Get Hired organizations can choose how students apply, directly to the organization or through the Huskies Get Hired system. NIU Career Services has interview rooms for organizations to speak with students on campus.

We found the ideal student and would like to make an offer. Now what?

When a hiring decision is made, the organization should make the offer to the student and contact Amy Buhrow at abuhrow@niu.edu (815-753-5764) with the student's name when the offer is accepted.

What are the important dates and deadlines?

May 31, 2019 – IGNITE! proposals due

June 30, 2019 – IGNITE! positions selected

August 12, 2019 – IGNITE positions loaded on Huskies Get Hired

August 28, 2019 – IGNITE! Information Tables and Pitch Session in Barsema Hall

IGNITE!

Access Local Up-and-Coming Business Talent



Program Details

Through the NIU College of Business IGNITE! program, up to five DeKalb County Economic Development Corporation member companies, local start-ups and/or local non-profit organizations can easily hire NIU College of Business students to assist with professional tasks and projects during the school year. **Hiring organizations pay just \$500 for up to 35 weeks of part-time help from the fall 2019 hiring date to May 9, 2020.** The NIU College of Business will subsidize student wages up to \$10 per hour.

To Participate

- ✓ **Submit a Position Proposal at go.niu.edu/IGNITE by May 31, 2019**

Position proposals must include clear goals, defined professional responsibilities, projects and developmental opportunities, and general expectations. A College of Business committee will select five to proposals to fund by **June 30th**.
- ✓ **Promote Selected Positions In-Person**

Selected organizations will pitch their positions to students through an information session and/or table in Barsema Hall on **August 28th**.
- ✓ **Promote Selected Positions Online at go.niu.edu/HGH**

Selected organizations must add their position descriptions to the *Huskies Get Hired* online job board by **August 12th**.
- ✓ **Select Your Student Employee**

The hiring organization is responsible for interviewing, hiring, onboarding, training and managing the student. The *Huskies Get Hired* online system is a great resource to help manage the process. Interviews can be held on campus through NIU Career Services, if desired.

Submit your IGNITE! proposal today: go.niu.edu/IGNITE



NORTHERN ILLINOIS UNIVERSITY

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