In recognition of gifts from Joseph F. ’71 and Rosanne E. Hoffman, Willamette University offers grant funding to assist students in accessing professional internships.

Joe Hoffman earned his Bachelor of Arts degree in Mathematics and Economics from Willamette University in 1971 and a Master of Business Administration degree from Stanford University in 1973. After graduating from Stanford, Joe became a certified public accountant and enjoyed a 36 year career with KPMG LLP, the international audit, tax and advisory professional services firm. During his career, Hoffman served a variety of technology, manufacturing, higher education, government, and financial services clients ranging in size from start-up organizations to Fortune 500 companies in Oregon, Washington, Idaho, Utah, Montana, California and Texas. Joe also held a number of senior leadership positions within KPMG serving as the Partner in Charge of Audit in Portland, Oregon, the Western Area Partner in Charge of Public Services, an SEC and Professional Practice Partner in Silicon Valley, and serving four years as a member of KPMG’s Board of Directors. Since his retirement from KPMG in 2009, Joe has served as a Director on both private and public company boards. Joe has served as a member of the Willamette University Board of Trustees since 2011.

Rosanne Hoffman graduated from Virginia Polytechnic Institute and State University (Virginia Tech) in 1981 with a Bachelor of Science degree in Business. After graduation, Rosanne began a successful career as a certified public accountant, first serving as an auditor with a large international public accounting firm for many years, and then transitioning to private industry as a chief financial officer. After taking some time away from her business career to focus on their two children, Genevieve and Joseph Makenzie (Mac), Rosanne embarked on a second career as a real estate professional, using her love of interior design and architecture as well as her business background to support her clients in achieving their real estate goals. Rosanne is passionate about giving back to the community, serving the local school district, humane society, hospital, and other non-profit organizations in various capacities.

The Hoffman family has initiated this special internship fund to ensure that students receive valuable pre-professional business skills to complement the rich educational experiences in the Willamette liberal arts curriculum.
Internship Funding Awards

Funding may be awarded to any full time junior or rising senior enrolled in the College of Liberal Arts who is working as an intern at a professional, for-profit business organization. These awards are designed to enhance the recipient's practical experience, work exposure and career opportunities.

Awards – Awards may be given out for fall, spring or summer internships. Students may seek funding for travel, food, housing or lost wages associated with an internship experience with grant amounts of $250 to $4,500 per year. Examples of eligible expenses may include (but are not limited to) the following:

(1) Stipend for airfare expenses to travel to/from an internship site in another area
(2) Gas/mileage reimbursement to travel to an internship in Portland while living in Salem
(3) Stipend for housing and/or food while serving as an unpaid intern
(4) Stipend to help offset lost wages when the student would otherwise be working in a paid position

Eligibility - Any full time junior or rising senior enrolled in the College of Liberal Arts at the University shall be eligible for consideration.

Other Qualifications – Preference for selection will be given to qualified students with demonstrated financial need.

Selection – The selection of recipients shall be made by the Dean of the College of Liberal Arts, or his/her designee, in consultation with the Director of Career Services.

Fall Semester Internship Deadlines – Initial review of applications for fall internships will begin August 1st.

To Apply

Send resume and Internship Award Proposal to Gretchen Moon, Dean of Student Success at gmoon@willamette.edu.

1. Resume (click here to update or create your resume)
2. Proposal: Your proposal should include:
   - A brief self-introduction.
   - A brief explanation of the internship and its importance in your career preparation.
   - Dates and total hours to be worked for internship.
   - Whether you are seeking academic credit for this internship.
   - Site location and supervisor’s name, title, and contact information.
   - A budget: create a table illustrating anticipated expenses, other funding sources, and targeted expenses for the Hoffman Award. Please include a brief explanation with your table.
   - Attach your learning outcomes contract with your learning goals. (Click here.)
During your Internship

Complete learning goals stated on your learning contract.

Post Internship Requirements

Two weeks prior to your internship completion date send the following to gmoon@willamette.edu:

1. Thank you letter to Joseph and Rosanne Hoffman for your funding award.
2. Photo of you at your internship site with brief caption to be used on WU social media or website. (If you do not want your photo or information to appear on line please indicate this in your email).
3. Brief bio about your internship experience and the most important things you learned.

Please contact Gretchen Moon gmoon@willamette.edu with any questions or by phone at 503-370-6737.