



Internship Program Coordinator Job Description & Application

The mission of Student U is to empower students in the Durham Public Schools to own their education by developing the academic skills and personal well-being necessary to succeed in college and beyond. Students apply to Student U as rising 6th graders. Our middle school students participate in a five-week academic enrichment program every summer, as well as daily after-school programming during the academic school year. When students transition to high school, they are paired with in-school advocates who support their academic development. Students are given the opportunity to participate in a Summer Academy and internship program during the summer, as well as receive assistance in finding other summer enrichment opportunities that fit their academic needs and interests. All high school students participate in college tours to inform their college decisions and are supported through the application process to ensure they apply and enroll in best-fit colleges. Student U believes that all students can succeed and works to ensure that 100% of our students will graduate from high school, enroll in college and graduate from college.

The **Summer Internship Coordinator** position is designed for a person with strong communication and leadership skills and a desire to support students in reaching their college and career goals. The Coordinator will be responsible for managing the daily operations of Student U's on-campus summer internship program for rising juniors and seniors and facilitating professional development sessions for all interns (on-campus and off-campus) once a week. The Internship Coordinator is responsible for creating a positive, safe environment for all interns to learn and grow, along with building a supportive community among the interns. The internship Coordinator serves as a role model to all on-campus interns and Student U students and is responsible for upholding the organization's core values at all times. The Summer Internship Coordinator will report to the High School Program Coordinator.

JOB RESPONSIBILITIES:

Pre-Summer (part-time, February – June, approximately 3-5 hours/week)

- Attend and support the implementation of the Internship Fair (March 16, 2019)
- Attend Faculty Dinner, 6-8pm (April 12, 2019)
- Review student applications and co-facilitate the Interview Day (April 13, 2019)
- Support High School Program Coordinator in the selection and placement of all interns
- Co-plan and lead Internship and Supervisor Orientation

Summer (full-time, June – July 29, 7:30am-4:00pm)

- Co-lead Intern Orientation with High School Program Coordinator (June 14, 2019)
- Create and maintain a positive, supportive, and safe environment for all on-campus interns
- Supervise and manage a team of 10-12 on-campus interns to ensure they meet personal/program goals (track attendance, provide support, conduct check-ins, evaluations, daily assignments, etc)
- Hold all on-campus interns accountable in regards to attendance, timeliness, professionalism, and fulfilling their responsibilities; and hold all interns accountable on PD Fridays
- Track attendance for on-campus interns (M-F) and all interns for Future Fridays
- Lead interns in weekly Professional Development during Future Fridays: these may be on-campus and off-campus
- Create on-going opportunities for interns to reflect on their experiences and progress towards personal goals
- Facilitate the completion of special projects for full-time staff members by delegating tasks among the on-campus interns (including but not limited to student surveys, vision screenings, etc.)
- Coordinate Presentation of Learning Day for the interns and support all interns in successfully completing a thoughtful POL

- Support High School Program Coordinator with any additional tasks
- Evaluate the success of on-campus internship program with HS Program Coordinator

Required Dates:

- March 16 Internship Fair for current sophomores & juniors, 10am-12:00pm
- April 8 Faculty Dinner, 6-8pm
- April 13 Internship Interview Day, 12pm - 4pm
- June 10 - 14 Middle School Teacher Orientation (flexible depending on school schedule)
- June 14 Internship Orientation, 9am - 4pm
- June 24 – July 26 Summer Internship Program (M-F)
- July 29 - July 31 Reflection Week

Qualifications:

- Enthusiasm for and understanding of the internship program
- Willingness to learn and able to take feedback
- Experience working in teams and leading peers
- Ability to create open and supportive work environments and effective teams
- Excellent organizational, communication, problem-solving and interpersonal skills
- Team player who is willing to support their co-workers
- Demonstrated commitment to your own education and professional development
- Ability to work independently and meet deadlines
- Ability to engage, work with, and manage people without reliance on their supervisor
- Belief in the Student U mission, educational philosophy, and core values
- Graduation from high school by June 2019
- **Preferred: participation in the Student U Internship Program as an intern or previous experience with Student U**

Anti-Discrimination Policy & Commitment to Equity & Child Safeguarding Policy

- Student U is committed to fostering an inclusive culture within our organization where people from various backgrounds can participate fully and equitably, as we want to engage all those who can contribute to our mission.
- Student U has a commitment to ensuring the safety of our students. All staff will participate in the Darkness to Light Training, which is a child safeguarding training to help them understand why it is necessary to safeguard and protect children and to be fully aware of the procedure for reporting concerns.

Compensation: Hourly Pay rate dependent on experience.

How to Apply:

Please submit a **résumé**, and a **one-page cover letter with answers to the following questions** to Bettina Umstead, Chief Program Officer, at bettina.umstead@studentudurham.org by **February 6, 2019** to apply.

Please submit the names and contact information for 2 references.

- *What skills, qualifications, and experience do you bring to this position?*
- *What do you hope participating students gain from their experience in the internship program?*
- *How might you improve the Internship Program and/or what do you hope will remain consistent from previous years?*
- *How would you balance building relationships with the interns (who may be your peers) while holding them accountable as their supervisor? Please describe any relevant leadership experience.*