Request for Interns

Date:  Start October 1, 2010

| Name and Location of Internship Site | Café College: College Access & Opportunity Center  
131 El Paso (El Paso & Santa Rosa downtown)  
San Antonio, TX |
|-------------------------------------|------------------------------------------------|
| Name and Title of On-Site Internship Supervisor | Virginia Hutto  
College Access Center Coordinator |
| Telephone Number and Email Address of On-Site Internship Supervisor | 210-229-9900 x 223  
vhutto@saedpartnership.org |
| Number of Internship Positions Available | 5 |
| Internship Description (including work hours) | Noon – 8:00 PM Tuesday – Friday and 8:00 AM – 5:00 PM Saturdays. (Call for special scheduling arrangements.) |

**One-on-one advising:**

- Basic College Information
- College Application Process
- Essay Writing
- Resume Writing
- Test Prep Strategies
- Basic Skills Review by subject (math, reading and writing)
- Portfolio Development
- College Timeline for college preparation and application
- Assess needs of the client
- Assist with in-house resources: workshops, computer access for career exploration, scholarship search, college applications, financial aid
- Assist students with the transfer process from one college to another
- Provide support services for college success with college students
- Referring clients to other organizations
- Follow-up with clients as necessary
- Develop and present workshops to middle school and high school students:
  - Basic College Information
- College Application Process
- Essay Writing
- Resume Writing
- Test Prop Strategies
- Basic Skills Review by subject (math, reading and writing)
- Portfolio Development
- College Timeline for college preparation and application

- Interns will be trained by Center staff as needed.

**Career Planning:**
- Assess needs of the client
- Assist students with computer access for career awareness, and exploration to match individual interest inventories
- Develop individual career plans to include relationship of careers to educational requirements and work expectations
- Develop and present workshops to middle school and high school students:
  - Learning About Yourself
  - Interests and Careers
  - Career Exploration
- Develop additional resources
- Refer clients to other organizations
- Follow-up with clients as necessary
- Resources will be available at the Center. Interns will be trained by Center staff as needed.

**Financial Aid Assistance:**
- Assess needs of the client
- Assist with in-house resources: computer access for scholarship searches, financial aid information and financial aid application assistance (FAFSA / TASFA)
- Develop and present workshops to students and parents. Topics include:
  - Cost of A College Education
  - Scholarships: the how to and where to find
  - Other Higher Education Savings Plans
  - Financial Literacy
  - Verification & Acceptance of Financial Award Packages
- Referring clients to other organizations
- Follow-up with clients as necessary
- Interns will be trained by Center staff as needed.
| Description of Ideal Candidate | Resourceful and initiates work  
|                               | Bilingual  
|                               | Application of coursework  
|                               | Able to engage students  
|                               | Experience with diverse populations to include first generation students  
|                               | Flexible  
|                               | Problem Solvers  
|                               | Able to work with students and parents  
|                               | Proficient in Microsoft Word, Excel  
|                               | Professional attitude  
|                               | Willing to learn new things  
|                               | Proficient in any or all of the described areas listed above  
| Other Specific Skills or Prior Skills Required for this Internship Position | 1. Good oral and written skills  
|                               | 2. Good presentation skills  

If you have any questions, please do not hesitate to contact your advisor. Thank you.