**Request for Interns**

| Name and Location of Internship Site | UTSA – Student Financial Aid & Enrollment Services  
FSB 1.504  
JPL 1.01.04 |
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<tr>
<td>Name and Title of On-Site Internship Supervisor</td>
<td>Lara Crouch, Financial Aid Outreach Specialist</td>
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| Telephone Number and Email Address of On-Site Internship Supervisor | 210-458-2803  
lara.crouch@utsa.edu |
| Number of Internship Positions Available | 1 each term |
| Internship Description (including work hours) | This position will assist with the newly revamped UTSA financial literacy program *Rowdy Cents*. Job duties may include: presenting workshops, researching topics, assisting with social media, conducting assessments, attending meetings, and marketing *Rowdy Cents* to UTSA students.  
Work/supervision hours are 8am-5pm Monday-Friday and occasional evening or weekend hours by appointment for presentations. Some assignments/projects can be completed outside regular office hours. |
| Description of Ideal Candidate | Interested in administrative positions in student affairs.  
Strong public speaking skills.  
Organized and detail-oriented.  
Literate in social media and Microsoft Office. |
| Other Specific Skills or Prior Skills Required for this Internship Position | Prior experience working with college students in an advisory role. |
| Description of Compensation, if Provided | None |
First Name: ____________________ Middle Initial : ___ Last Name: ____________________

myUTSA ID: __________________

Phone number: (____)____-_______

Email: ________________________________

I am applying for an internship for the ____________ term of ___________(year).

**Please address the following questions:**

Please tell us why you are interested in this internship:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Please list any special skills or qualities that would make you a good Rowdy Cents intern:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

How will this position help you meet your professional goals?

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Signature: __________________________________________________________________ Date: ____________________

**Please return form and resume to Financial Aid Outreach Specialist by email to Lara.Crouch@utsa.edu or fax 210-458-2801**