### Request for Interns – FALL 2012

**Date:** August 7, 2012

| Name and Location of Internship Site | Trinity University  
Advise TX College Advising Corps  
1 Trinity Place  
San Antonio, TX |
|---|---|
| Name and Title of On-Site Internship Supervisor | Audree Hernandez  
Project Director, Advise TX |
| Telephone Number and Email Address of On-Site Internship Supervisor | 210.999-8219 – audree.hernandez@trinity.edu |
| Number of Internship Positions Available | One (1) |
| Internship Description (including work hours) | Assist Trinity University’s Advise TX program with the coordination of program services, events, and data collection/recording. Candidate may be responsible for planning and coordinating college-going initiatives and events between partner organizations and events. Additionally, the intern will assist with the recording/scanning/collection and analysis of 2011-2012 & 2012-2013 program documentation.  
Work hours vary M-F 8:00 am – 5:00 pm; Some Saturday hours will be required during Advise TX events. |
| Description of Ideal Candidate | Candidate shall have at least one year of experience in a professional administrative or office setting and the ability to work with minimal supervision. Candidate should demonstrate excellent attention to detail, initiative, and creative problem-solving skills, be reliable, contentious, and organized. Must have the ability to maintain confidentiality. |
| Other Specific Skills or Prior Skills Required for this Internship Position | Candidate must have experience with data entry, word processing, scanning, spreadsheets, and databases.  
The ideal candidate should have an interest in issues of social justice, college access, and diversity in higher education. |
| Description of Compensation, if Provided | Unpaid Internship |