### Request for Interns

Date: **March 7, 2011**

| Name and Location of Internship Site | Office of P-20 Initiatives  
Downtown Campus  
Buena Vista Blg 2.308 |
|-------------------------------------|-------------------------------------------------------------------|
| Name and Title of On-Site Internship Supervisor | Darrell C. Balderrama  
Director, Outreach Programs |
| Telephone Number and Email Address of On-Site Internship Supervisor | 210-458-2697 Office  
210-563-6323 Office Cell  
[Darrell.balderrama@utsa.edu](mailto:Darrell.balderrama@utsa.edu) |
| Number of Internship Positions Available | 1 *(However, this number can be adjusted depending on availability of interns)* |
| Internship Description (including work hours) | The following internship program will be assigned to work with the UTSA Office of P-20 Initiatives, more specifically, working in the area of outreach initiatives. The intern position will be assigned to work closely with the Mobile Go Center Initiative, a ’42 foot mobile computing lab, used to help spread the college going message throughout South Central Texas. The candidate will work closely with P-20 program staff to coordinate visits of unit, assessment and evaluation of unit and other areas in helping to spread the college going message throughout Bexar County. Hours for this position will vary throughout the traditional work week of M-F, 8-5, however, may include several Saturday activities to ensure the internship program total of 150 hours is met. |
| Description of Ideal Candidate | Ideal internship candidate should have program management and outreach experience. K-12 experience is also recommended but not required. |
Other Specific Skills or Prior Skills Required for this Internship Position

Strong written and communication skills are required along with basic technological skills to include Microsoft office.

Description of Compensation, if Provided

Currently, there is not compensation available for this position. However, due to current funding restraints, any funding for travel will be discussed on a case by case basis if awarded internship position.

If you have questions about internship requirements, please contact Dr. Richard Drum, Department Educational Leadership and Policy Studies, Richard.drum@utsa.edu