



Position Title: College Access and Success Intern, Part time 20-25 hours per week

Reporting Relationship: Chief Program Officer

Dates: June-August

Position Description: Evanston Scholars interns work on a variety of projects that further the organization's mission. Projects may fall into any of the following categories: College Access (high school years); College Success (college years); Mentoring and Career Readiness (all years). Our intent is to provide interns with a substantive experience that exposes them to the breadth of our work, helps to build their knowledge around an education based non profit, provides them with project work that will be transferable to other professional settings and, where possible, enables them to interact with our Scholars and other constituents.

This opportunity is best suited for rising college juniors and seniors.

Primary Responsibilities

College Access

- Assist with gathering, developing and producing materials for workshops
- Assist with research and aggregation of financial aid information
- Assist with certain college access systems and operations including Salesforce and other data tracking as needed
- Research Summer Bridge Programs, institutional scholarships and general college information
- Assist with planning and executions of New Scholar Orientation, 11th Grade Scholar Boot Camp, College Application Boot Camp
- Assist with New Scholar Recruitment and Outreach to 8th and 9th graders

College Success

- Identify academic resources on college campuses and monitor Scholars' engagement
- Identify special events and counseling resources on campuses and connect Scholars
- Identify campus summer opportunities for college freshmen (e.g. summer bridge, early move-in programs, TRIO, and insure students meet application deadlines, etc.)
- Help set up and execute special events as needed
- Help with ordering supplies, packing, and shipping care packages
- Increase presence on social media (in conjunction with the Marketing team)

Mentor Programming

- Maintain files for Mentor Applications
- Assist with maintaining Master Data Sheet for both mentor applicants and matched mentors

Secondary Responsibilities

- Other projects and tasks as assigned by Chief Program Officer

Hours and Compensation: This part-time position will be 20-25 hours per week. We would like to maintain a generally consistent schedule each week; exact days and hours to be worked out with the CPO. A record of hours for each week should be submitted to the CPO at the beginning of the following week. There will be a compensation of \$1500 per month, with two paychecks per month. Taxes will not be withheld by Evanston Scholars.

Confidential information The employee/consultant agrees that he/she will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information (i.e. student records and data files) unless approved by a Director.

Interested applicants should submit a cover letter and resume to Demisha Lee, Chief Program Officer at dlee@evanston scholars.org. **Application deadline is March 3, 2023.**