Internship

Educational Talent Search (ETS) is seeking energetic, qualified candidates to join our team. ETS is a federally-funded program which designs and delivers intensive services to students from six high schools in Anaheim. Our mission is to increase the college readiness, enrollment, and success of our Scholars. Our year-long (August—May) internships provide diverse opportunities for learning and professional growth. Each internship is individually-crafted to create an experience that matches organizational needs with the intern’s interests and skills.

POTENTIAL RESPONSIBILITIES INCLUDE

• Conduct individualized and small group academic advising/mentoring sessions
• Provide academic tutoring to students needing support in college preparatory coursework
• Guide and assist students throughout the process of completing college admission and financial aid applications
• Develop and implement program assessment and evaluation initiatives
• Assist with designing and facilitating presentations and workshops
• Track educational progress through detailed documentation of students’ participation and academic performance
• Develop and implement outreach and publicity strategies to inform participants of upcoming ETS activities and events
• Assist in coordinating occasional Saturday and evening workshops, campus tours, and special events
• Represent Educational Talent Search and California State University, Fullerton (CSUF) during university and community events
• Participate in school events to promote and support ETS
• Attend staff meetings and staff development sessions (including various mandatory training sessions from Aug. 19 — 23, 2019)
• Support staff with ongoing projects or events throughout the year
• Other duties as assigned

QUALIFICATIONS

• Be a CSUF student in good academic standing with a minimum G.P.A. of 2.75
• Commit to a full school-year internship (August 2019—May 2020)
• Be able to work independently with minimal supervision
• Possess excellent oral, written and interpersonal communication skills
• Be sensitive to students of diverse ethnic, racial, and economic backgrounds
• Demonstrate sound decision-making skills
• Have reliable transportation to/from assigned school site(s) and CSUF
• Successfully clear fingerprinting and background check process
• Bilingual skills in English and Spanish preferred, but not required

SCHEDULE

• Work between 10-15 hours weekly
• Regular schedule will fall between 7:30a—3:30p, Monday—Friday
• Occasional evening and weekend hours required
• Hours can be arranged around class schedule

HOW TO APPLY

To download an application, visit fullerton.edu/talentsearch/employment

OPEN UNTIL FILLED, APPLY NOW!