

## BLU Educational Foundation

**AGENCY:** BLU Educational Foundation

**POSITION:** College Access Intern

Duration: 3-9 Months (September 1, 2011-June 30, 2012)

Stipend: \$500-\$1,000 per quarter

Hours: 10-20 per week

Days: Monday-Friday; some evenings and weekends (days to be arranged)

### **Position Description:**

Intern will provide college and career planning support to students and parents in the College Exodus Project at local schools, colleges and community organizations.

### **Responsibilities:**

- Assist students in locating information on colleges of interest and scholarships
- Assist students in the completion and follow-up of college applications, financial aid forms and scholarships
- Represent BLU at college and community events
- Manage/maintain accurate records; monitor/track student progress on a weekly basis

### **Qualifications:**

- Effective verbal and written communication skills
- Excellent interpersonal skills
- Ability to serve a diverse student, staff and parent clientele
- Dependability and punctuality a must
- Proficient in MS Word, Excel and Internet
- Must carry self in a professional and ethical manner
- Ability to carry out presentations before groups
- Reliable and timely in carrying out job duties
- Strong organization skills and the ability to meet deadlines
- Must be energetic, self-starter, and be able to work independently in an effective manner

### **Experience:**

- Must have experience, confidence and success in working with African American families and communities of color.
- Experience working in a school, community or faith-based setting is desired.

### **Education:**

- Minimum of 60 semester or 90 quarter college credits
- Must be currently enrolled at least part time in an accredited college or university and in good standing.

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### **Requirements:**

- Must have reliable transportation, valid driver's license, car registration, and auto insurance.
- Must pass TB test and criminal background checks

### **WORK SCHEDULE**

Must be available Monday-Friday from 12pm-5pm and the 3rd Saturday of each month  
May include some evenings & weekends.

**How to Apply:** Interested and QUALIFIED candidates should email the following:

1. Cover Letter - Include qualifications, experience and desire to work with the target population, and future career/educational goals
2. Current Resume
3. References (3) - Include Name, Title & Company/Organization, and phone number

Please send cover letter, resume and references to: **info@bluedfoundation.org**

**For information, please visit [www.bluedfoundation.org](http://www.bluedfoundation.org)**