Position Description: Scholars Program Intern

Apply by February 7, 2020

Duties and Responsibilities: College Horizons seeks two interns to assist the Director of the Scholars Program (DSP) in preparing and implementing the one-week Scholars Pathway Program at Lawrence University in Appleton, Wisconsin. The Scholars Program is a summer bridge opportunity for College Horizons alumni who are entering their first and second year of college. The interns will provide primary staff and logistical support to the DSP before, during and after the Scholars Program. The interns will also collaborate with the DSP to coordinate logistics and oversee daily activities of the program. Interns will fulfill the following roles: near-peer mentors to the Scholars, teaching assistants to the professors, co-teaching with DSP in the cultural transition course, providing oversight in the dormitory as residential advisors to the Scholars, and being trained to collect data for evaluation purposes. The purpose is to prepare Scholars to integrate well at their institutions, to build the strong peer networks that will help them be successful in college, to cope with feelings of homesickness or isolation, and to find ways to maintain connections with their Native identity. An additional objective is for the interns to foster a strong sense of community among the Scholars cohort, building relationships that students will be able to call on for mutual support even after they have gone on to their various colleges and universities. The interns report directly to the DSP.

Stipend & Duration: The paid internship will last a total of two weeks. One week will be remote orientation and onboard training via online webinars. The second week will be in-person at Lawrence University for the program. Each intern will receive a stipend of $1200. College Horizons will pay for the interns’ airfare to and from Lawrence University, campus housing and meals. Start date is July 6, 2020 and ending date is July 20, 2020.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and all other additional duties as assigned. The interns must also complete and pass a comprehensive criminal background check before a final offer of employment can be made.

The preferred candidates are Native American, Alaska Native or Native Hawaiian juniors or seniors at their respective college or university or a recent college graduate and has a working knowledge of current Native American affairs, extensive understanding and deep engagement with issues affecting Native people particularly as they relate to education. Candidates must exhibit strong leadership abilities, interpersonal and relationship-building skills. Candidates will also need to be autonomous and motivated workers. College Horizons and Scholars alumni are preferred. Direct experience working with Indigenous or Native American communities and youth is required.

Application Process and Contact Information: Apply by February 7, 2020. Please submit a cover letter, resume, contact information for two professional references and an academic transcript (unofficial) to Mikaela Crank at mikaela@collegehorizons.org

For more information on the Scholars Program: http://www.collegehorizons.org/scholars-program