

Internship Application and Description

Summary of Internship Position: The Project Stepping Stone of Indiana (PSS) Internship Program is designed for former PSS graduates and Ambassadors who are familiar with the program and have a desire to mentor, train, and see others succeed in achieving their educational goals.

The goal of Project Stepping Stone of Indiana (PSS) is to assist Hispanic high school students in successfully transitioning into college and beyond. As a former PSS Ambassador, you know that PSS is a free weeklong college preparatory program for Hispanic high school students, during which they engage in activities that help them prepare for college and professional employment once they graduate from college.

Approximately 100 high school students from every corner of Indiana will come to experience PSS week, just as you did when you attended. As an intern, you will be immersed in day-to-day support of the inner operations of PSS. From logistics to training ambassadors, the intern will operate at a high level with hands-on opportunities that will deliver an experience that will ultimately be included in your resume. You will learn about the non-profit 501(c)(3) environment and together with the PSS Mentors, you will work with sponsors, student ambassadors, universities and high school students. In general, the intern(s) will assist the PSS Mentors in ensuring that Project Stepping Stone of Indiana runs smoothly.

This is not an easy role but is very rewarding. This role requires hard work, long-hours, minimal sleep, strong teamwork and most importantly a great attitude.

This position is one of great responsibility, great impact, and one that embodies serving others.

What a PSS Intern gains from working with PSS: Experience working with a non-profit organization, interfacing with corporate/foundation sponsors, partnering universities, State of Indiana Dept. of Education, high schools, mentors, student leaders, high school students and the general Indiana Latino/Hispanic community.

Basic requirements:

- Former PSS Ambassador
- Full-time college student in good standing at college (prefer minimum of 3.0 GPA)
- Demonstrated continued leadership in the community from high school to college
- Self-starter, as work will be delegated in macro-management form
- Team player - must be focused on the PSS mission
- Excellent **verbal** communication skills
- Caring, flexible, and open to other cultures
- Time frame: May-July
 - Part time preparation begins in April during application process
 - Full time starts the week before PSS Program Week.
 - Part time the week after PSS ends. Wrap-up and begin preparing for next year's Project Stepping Stone of Indiana

Expected Duties and Responsibilities:

- Facilitate communication between parents and students in weeks leading up to PSS Week
- Assist with student confirmation and planned attendance at PSS by phone, mail or email
- Accompany PSS Mentors to any meetings/workshops relating to PSS starting in March
- Build the 150 binders for our students, partners and mentors
- Coordinate/Facilitate application(s) for grants for PSS and our students
- Document and deliver training for our Ambassadors and support for them
- Set-up and take down of the PSS program (ie: setup all meals and other necessary programs materials)
- Work with media/marketing team to help maximize exposure for our program (emphasize Facebook, Instagram, Twitter)
- Lead one of three key areas: (each intern will be partnered with a mentor)
 - Transportation: *schedule/communicate with charter buses to transport students*
 - Luggage/Truck: *truck rental/ see contract requirements are met during pickup/drop-off*
 - Food & beverage: *assist in scheduling vendors/donators of all meals & snacks*
- Attend and facilitate presentations at various high school sites in Indianapolis
- Assist with budgeting and financial management

Internship Application Checklist

- Complete & Submit the Project Stepping Stone of Indiana Application**
The application **must be completed ONLINE**.
 - Intern Application: Students applying for an Intern position **must have previously graduated from the PSS program AND served as a PSS Ambassador**. This application is different from the student and ambassador applications.

- Transcript, Resume and Cover Letter**
Mail in a copy of your current school Transcript, an updated Resume showing your college accomplishments and a Cover Letter stating your intent in applying as a PSS Intern (to be addressed to the Project Stepping Stone of Indiana Committee).

- Letter(s) of Recommendation (2 minimum)**
One letter of recommendation must be from someone (not related to you) at your respective college/university. One letter of recommendation must be from a community organization or business that you are involved in.

- Interview**
All Internship applicants must have an interview with the Project Stepping Stone of Indiana Admissions Committee via conference call.

- Intern Pledge**
Sign and mail in the Internship Pledge (last page of this form) that indicates your commitment to complete the internship ***in its entirety***.

Improve your chances of participating in Project Stepping Stone of Indiana by submitting your application **early!** The last day that you may submit the application and materials to Project Stepping Stone Admissions is **March 23, 2018**.

Send resume and cover letter to:

Project Stepping Stone of Indiana
8340 Little Eagle Ct
Indianapolis, IN 46234

Fax number:
317-209-9909

E-mail address:
Projectsteppingstone.indiana@gmail.com

Questions?
Visit www.projectsteppingstone.com

Or call 317-209-9991



2018 Project Stepping Stone of Indiana

Internship Commitment for Project Stepping Stone

Intern Pledge

I understand that Project Stepping Stone of Indiana is designed to open doors to opportunities. As a PSS Graduate, and former PSS Ambassador, I am committed to help PSS continue to allow students to explore college careers and realize the dream of attending college as I have. If my Internship application is accepted, I pledge to do my best to grow, learn, and to unselfishly give, teach and mentor PSS Students who come behind me. I have read and understand the internship duties and expectations of the PSS Internship requirements and agree to do my part to fulfill my commitment as a PSS Intern. I also understand that as a PSS Intern, **inappropriate behavior** will not be tolerated throughout the duration of this program and may result in immediate dismissal and legal action as appropriate.

I understand that I must not participate in any activities that involve anything illegal or against university and Project Stepping Stone policies. This includes, but not limited to drugs, alcohol, tobacco, weapons, violence, etc.

Student Intern's signature _____

Date _____

(If under 18 years of age)

Parent's signature _____

Date _____