

Summer 2018 Scholar Programs Intern Position Descriptions

To apply: Email a cover letter and your resume to: Caitlin Cardinal, Senior Project Manager at Caitlin.Cardinal@wallinpartners.org as soon as possible.

Who should apply and what skills are you looking for?

- Students studying in the areas of social science (ex. sociology, education, psychology), nonprofit management, communications, marketing, English, organizational development, or related disciplines
- Experience/interest in volunteering and service along with working in a nonprofit setting
- Experience/interest in high level research
- Interest in working in an office environment with teams and on individual projects
- Team player, detail-oriented, interested in learning, open to feedback, creative, and most importantly, hard-working

Timeline

- 10-12 hours/week
- June 4- August 17 (schedule is negotiable)
- 100-120 hours over the summer

Operations Intern

Purpose: *Support the administration and program development projects of the Operations team*

- Create content for monthly first year student newsletter and social media accounts
- Update scholar information and data in scholar database; create reports that will inform programming for 2018-19 and assist team in developing scholar support programs
- Conduct research and analysis related to student population and program analysis
- Maintain internal resources database using Microsoft Sharepoint
- Organize new scholar documentation and existing scholar files
- Other duties as assigned