



## **College Success Program Internship Description**

### **DENVER SCHOLARSHIP FOUNDATION**

Denver Scholarship Foundation (DSF) is seeking a College Success Program Intern to join our team. We are looking for passionate, driven individuals who desire to excel within an evolving organization. When you join the DSF team, you will enjoy a supportive, dynamic, and innovative environment where your work makes an impact. As an organization, DSF strives to be a leader in the community by embodying the values of equity, innovation, leadership, learning, relationships, and integrity in everything that we do. If you do too, then we invite you to join us and help make college possible for Denver's students.

DSF is a nonprofit organization whose mission is to inspire and empower DPS students to enroll in and graduate from postsecondary institutions of higher education, by providing the tools, knowledge and financial resources essential for success.

**PURPOSE OF POSITION:** This is a non-paid internship situated within the program department of the Denver Scholarship Foundation in our main office. The College Success Program Intern supports the college success team in researching and assisting in delivering best practices in the areas of student and alumni engagement, retention, and persistence.

### **OPPORTUNITIES:**

May include but are not limited to:

- Support communications and enhancing resources for DSF's College Partners & Campus Advisors
- Research best practices on student support programs/opportunities and team development
- Assist in the execution of Success Programming for DSF Scholars, potentially including: the DSF Leadership Conference, DSF Scholar Institute, and other workshops
- Compile scholar data for grant reporting and support of transition of scholars from high school to college, and between colleges
- Attend College Success, College Partner, and Scholar/Alumni meetings as available, providing support in preparing resources and documents. Support data tracking and develop user-friendly reporting for dissemination to DSF Staff and Partners

### **QUALIFICATIONS NEEDED:**

- Passion for the Denver Scholarship Foundation's mission and values
- Culturally competent; personal and/or professional experience working with students of diverse backgrounds including limited-income students, first generation college students, and students of color
- Strong attention to detail
- Excellent organizational and communication skills
- Reliable, responsible, flexible, and punctual
- Experience with Google suite (docs, sheets, etc.), Excel, Microsoft Word, and other computer applications
- Preferred experience working with WordPress
- 4-10 hours a week

### **BENEFITS:**

- Benefit from working within a warm, friendly, equity-focused and diverse organizational culture at a growing and reputable organization, Denver Post's Top Places to Work (#4)
- Serve on a mission-driven team that upholds a college persistence rate that is 2.5 times the national average for the diverse student population DSF supports
- Enhance the capacity of the College Success program by supporting best practices and building effective/efficient processes
- Attend gatherings with the opportunity to network with individuals and organizations in the higher education and/or nonprofit sector, as appropriate opportunities arise
- Grow inspired by DSF's Scholars and Alumni at workshops, events, and through other volunteer opportunities

**CONTACT:** Fill out the Volunteer Application on our website at

<https://denverscholarship.org/get-involved/volunteer/>.

Please include "College Success Program Intern (Non-MSW)" in the designated internship question block in the Volunteer Application.

### **The process:**

Application 10-15 minutes

Phone Screening 30 minutes

Interview with onsite supervisors 1 hour

Background Check 5 mins

Volunteer Orientation 1 hour

*For questions contact Caryn Oppenheim, Volunteer Manager, at [coppenheim@denverscholarship.org](mailto:coppenheim@denverscholarship.org)*