



# TRIO Project Intern Position Description

**MISSION:** The Denver Scholarship Foundation (DSF) inspires and empowers Denver Public School students to achieve their postsecondary goals by providing the tools, knowledge and financial resources essential for success.

**TITLE OF POSITION:** TRIO Project Intern (paid)

**SUPERVISED BY:** Director of TRIO Talent Search

**PURPOSE OF JOB:** To assist with the implementation of the DSF Talent Search (TS) Program. The TS program provides direct college preparation services geared toward potential first-generation college and limited-income students. This intern will increase the effectiveness of the program services and data tracking. This position will provide the intern with experience related to program operations and management, student services, and project performance reporting.

**DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:**

- ✓ Collaborating with TS staff in providing informational workshops/presentations for 9th grade -12th grade students
- ✓ Data entry of Advisor contact notes into program database
- ✓ Filing activities, including paper filing and organizing electronic files
- ✓ Assisting TS staff with event planning and implementation

**COMMITMENT REQUIRED:** 6-12 hours per week

**QUALIFICATIONS:**

- ✓ Passion for DSF's mission
- ✓ Personal or professional experience working with limited-income, first generation college students, students of color, and/or diverse backgrounds
- ✓ Basic computer skills including Microsoft Office Suite, Google Suite, and ability to utilize basic data input interface
- ✓ Able to work independently with guidance from a supervisor
- ✓ Reliable, responsible and punctual
- ✓ Strong organizational and communication skills, patience and attention to detail
- ✓ Preferred/Optional: Upper-level undergraduate or graduate student studying in fields of nonprofit management, business, education; tutoring experience; basic Spanish language proficiency

**ORIENTATION AND TRAINING PROVIDED:** Phone screening, volunteer orientation and background check required. Additional training regarding job duties will be provided throughout the duration of the internship.

**BENEFITS:**

- ✓ Learn best practices for working with 9th-12th grade students from underrepresented backgrounds
- ✓ Learn federal guidelines for TRIO Talent Search programs
- ✓ Work directly with students in a fun, fast paced collaborative working environment
- ✓ Access to opportunities to network with stakeholders in the education arena as events arise

**LOCATION OF JOB:** Internship opportunities are available at the following locations with preference to individuals who can travel between sites:

High Tech Early College  
11200 E 45th Ave, Denver, CO 80239

Montbello Campus  
Serving Denver Center for International Studies at Montbello and Noel Community Arts School  
5000 Crown Blvd., Denver, CO 80239

**TO APPLY:** Complete the volunteer application through the DSF website at <https://denverscholarship.org/get-involved/volunteer/>. This position will remain open until it is filled. For questions, contact Caryn Oppenheim, Volunteer Manager, at [coppenheim@denverscholarship.org](mailto:coppenheim@denverscholarship.org).