



College Access Internship Description

John F. Kennedy High School Future Center

DENVER SCHOLARSHIP FOUNDATION

Denver Scholarship Foundation (DSF) is seeking a College Access 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. Our core values guide our work. DSF is dedicated to learning and innovation, as we constantly seek to improve our services. By doing so, we seek to demonstrate leadership within the community. We build strong relationships with college staff members, partners, and the broader community. We are committed to equity, believing in the value and ability of all students. We strive to embody integrity in all that we do.

PURPOSE OF INTERNSHIP: This position is a non-paid internship situated within the program department of the Denver Scholarship Foundation at one of our 14 Future Centers in the Denver Public School system. The MSW intern remains under the supervision of a College Access Advisor (and social work supervisor). College Access Advisors work proactively with all DPS seniors, guiding students through the college application and financial aid processes. The College Access Intern, at John F. Kennedy High School, will focus on a combination of macro and micro social work practice. A social worker in this role, assists students in the navigation of financial aid, scholarship, and enrollment systems and processes, within the challenges of a school environment, with the goal of creating the largest impact for the student body as possible.

OPPORTUNITIES:

May include but are not limited to:

- Learn the role of a College Access Advisor and how a non-profit operates as a third-party in a public school setting, attending monthly meetings at the larger DSF office for professional development, and to compare strategies with advisors at other DPS schools
- Create a postgraduate plan with a caseload of students via 1-on-1 advisory meetings to generate options for college, tailoring each plan for the individual student's interests and potential
- Guide students towards accessing higher education by breaking down each step of the college admissions process and identifying multiple programs of good fit
- Connect students to online tools and resources, while informing them of scholarship and financial aid opportunities

- Perform administrative tasks, such as maintaining up-to-date data on students, tracking student progress and identifying need for student outreach
- Identify key milestones in the college enrollment process and design and implement workshops to address student obstacles towards completion
- Assist student drop-ins at the Future Center with standardized testing sign-ups, FAFSA submission, and questions about college application websites
- Become a financial aid expert to ensure every student has completed the FAFSA correctly to receive the aid that makes going to college possible
 - Support DSF FAFSA workshops, assisting students in completing the FAFSA at 2 or more of our Future Centers with special attention to workshop support at John F. Kennedy
- Work with counselors and other school staff to deliver presentations and facilitate college representative visits, specifically focused on targeting seniors
- Consult students on ideas for revising personal statement and scholarship essays, both in-person and through Google Docs

Opportunities possible for implementing outreach initiatives and creating innovative solutions to raise college awareness and for the Future Center

QUALIFICATIONS NEEDED:

- Passion for the Denver Scholarship Foundation’s mission and values
- Personal and/or professional experience working with students of diverse backgrounds including limited-income students, first generation college students, and students of color
- Culturally competent with an ability to develop quick rapport with high school students
- Self-starter with a sense of confidence
- Interest in mezzo/macro social work with a passion for both administrative and relationship building focused tasks
- 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

BENEFITS:

- Benefit from working within a warm, friendly, equity-focused and diverse organizational culture at a growing and reputable organization with a 90% employee satisfaction rate
- Serve on a team that supported the largest college enrollment rates in DPS history in 2017
- Support the whole student while learning how to navigate school, family systems, and challenges such as student attendance
- Attend gatherings with the opportunity to network with individuals and organizations in the higher education and/or nonprofit sector, as appropriate opportunities arise
- Gain access to weekly supervision with one’s direct supervisor and monthly group supervision with all DSF-based social work interns and their supervisors

CONTACT: Fill out the Volunteer Application on our website at <https://denverscholarship.org/get-involved/volunteer/>. Please include "College Access Intern" in the designated internship question block in the Volunteer Application.

The process:

Application 10-15 minutes
Phone Screening 30 minutes
Interview with onsite supervisor 1 hour
Background Check 5 mins
Volunteer Orientation 1 hour

Preferable start date of September 1st, 2019.

For questions contact Caryn Oppenheim, Volunteer Manager, at coppenheim@denverscholarship.org