



CSHPE Internship Job Description

2022-2023

*Depending on the status of COVID-19, some or all of this internship may take place in virtual format.

Program/office name: Girls Group

Intern's job title: College and Career Planning Intern

Office location/address: 1100 N Main Street suite 106, Ann Arbor, MI 48104

Internship hours: Will scheduled Monday-Friday plus weekends, with flexible scheduling (some Wednesday afternoon/evening hours will be required)

Website: <https://www.girlsgroup.org>

Name of supervisor and pronouns: Kristen Nye (she/her) (supervisor is subject to change)

How students should address their cover letter (e.g., To Dr. Lattuca, Dear Lisa, Dear hiring team, etc.): Dear hiring team

Supervisor phone number and email address: (734) 210-1452, kristen_nye@girlsgroup.org

On-campus at the University of Michigan or off-campus? off campus

Hourly salary: \$14-18

Number of hours per week (must be 10-20 hours per week): 10-20

Approximate percentage of time working directly with students: 50-70%

Is work study required? No

Approximate start and end date: late August, early September 2022 until late April 2023

***Applicants must have reliable vehicle to transport themselves and program participants (a monthly transportation stipend and mileage reimbursement are available)**

Type of internship:

X Student Affairs or Services (e.g., admissions, academic advising, student programs, etc. that are student-facing or support student-facing work)

As an intern, you will gain experience in or exposure to the following areas:

	High	Medium	Low	None
Advising (Academic advising)		X		
Advising (Student advising of non-academic issues)	X			
Academic Program Management			X	
Admissions/Recruitment		X		
Alumni Relationship-Building		X		
Assessment/Program Evaluation			X	
Budget Management				X
Career Services	X			
Crisis Management	X			
Curriculum Development or Support	X			
Event Planning		X		
Faculty Support				X
Focus on Diversity, Equity, and Inclusion (DEI)	X			

Focus on Social Justice Issues	X			
Fundraising/Development				X
Grant Writing				X
International or Global Education/Study Abroad				X
Living-Learning Community/Housing				X
Marketing/Communications			X	
Public Speaking			X	
Research		X		
Service Learning/Civic Engagement			X	
Student Activities/ Co-Curricular Programming			X	
Supervision	X			
Teaching/Group Facilitation	X			
Staff/Personnel Development or HR support		X		
Other:				

Job description:

Girls Group is a youth development agency with a vision to end generational poverty by increasing the emotional and economic well-being of young women. Our mission is to empower each young woman with the skills, support, and resources she needs to graduate high school, **become a first-generation college graduate**, and develop the desire and ability to mentor others.

Our values:

- Empowerment over enablement: We believe in the right to self-determination and self-expression. We take a strengths-based approach to working with all people. We believe that our participants can and should guide and direct us. We believe new skills can be learned and used
- Effective environment: We believe that in order to achieve our mission, we must create a safe and supportive environment where our participants feel they belong. We believe in meeting our participants “where they are at.” We believe every moment counts. We make learning together fun.
- Positive relationships: We believe that the foundation for all we do is our ability to have compassionate, honest, and trustworthy relationships. We foster effective relationships between participants and staff, interns, peers, families, schools, and communities. We don’t expect our participants to care what we know until they know that we care.

This internship is ideal for those who are interested in which areas of higher education?

Diversity and Social Justice in Higher Education
 Individually Designed Concentration
 Student Access and Success

What skills/knowledge will the intern gain from this internship?

- Develop interpersonal practice skills by mentoring participants one-on-one and in small groups, including opportunities to **work with clients in the foster care system and clients who are first generation college-bound high school seniors.**
- Foster stakeholder management and advocacy skills by working with guidance counselors, parents, and school staff to support participants and improve outcomes.

- Develop group facilitation skills through programming sessions focused on skills needed for college and career in alignment with Girls Group program standards and curriculum
- Develop case management skills by offering mentoring and support services including assessment, person-centered planning, referrals, advocacy, **post-secondary planning, and college and career advising**
- Engage with participants in special activities and events in the community in line with the Girls Group mission.
- Enhance organizational skills by planning and facilitating resources, including transportation and program snack and materials.
- Gain valuable social work management experience by participating in program evaluation, strategic planning and goal setting, and the development and revision of program standards and agency policies.
- Combine evidence-based practice with creative thinking to develop programming sessions that are fun, engaging, and effective.
- Enhance relevant planning experience and skills through: developing and implementing workshops, outreach mailings, and special events, including college tours, parent-student program orientation, FAFSA workshop, and senior celebrations
- Enhance administrative and documentation skills by maintaining program attendance, participant enrollment documents, and case notes

How do you describe your work style as a supervisor?

Participative and service leadership as a supervisor.

What are work expectations?

- Completion of all responsibilities in a timely and professional manner
- Organized and efficient, with strong writing skills, including appropriate spelling and grammar
- Good listener and interested in accepting constructive criticism
- Capable and willing to discuss Girls Group in an enthusiastic and focused manner
- Comfortable using Google documents, Word, Excel, and other basic computer applications
- Willingness to set a consistent example of professionalism, maturity, and a positive attitude
- Prompt communication regarding any difficulties that prevent the completion of assigned tasks
- Establishment of positive, nurturing and trustful relationships with all members of Girls Group
- Adherence to Girls Group Policies and Confidentiality requirements
- Timely response to email and phone requests from all staff members of Girls Group
- Track and submit all expenses and mileage on a monthly basis