



GEAR UP Buffalo Internship Program

College Success Center

Position: Access Specialist

Organization Name: Gear Up Buffalo (University at Buffalo)

Location: City of Buffalo

Website: http://ubwp.buffalo.edu/engagement-inventory/engagement_project/gear-up-buffalo/

Organization Description/Profile:

Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is collaboration between UB, Buffalo Public Schools, and Say Yes to Education to work with middle and high school students as they navigate the college choice process. In 2018-19, we plan to hire as many as 12-15 College Access Specialist Interns to work at our seven college success centers in the City of Buffalo.

We have three goals for the college success centers – (1) free school counselors from the administrative burden of the college choice process, (2) serve as a conduit between the school and local resources that assist with college and career readiness, and (3) contribution to the creation of a college going culture in the schools.

Position Supervisor & Title: Nathan J. Daun-Barnett, PhD; Program Director

Internship Title: Access Specialist

Internship Duties and Responsibilities:

- ❖ Participate in training and professional development
- ❖ Assist students with registration for SAT, PSAT, and ACT
- ❖ Assist students with the college application process
- ❖ Assist students and families with the financial aid application process
- ❖ Meet weekly with school counselors and other relevant college access partners
- ❖ Assist with college visits when available
- ❖ Maintain records of student participation in the center
- ❖ Performs other duties as assigned

Minimum Requirements

- Say Yes Scholar in good academic standing
- Outgoing personality and strong organizational skills
- Levels of responsibility can be adjusted to the level of experience of the intern

Duration of employment: Training for this position will begin in late August, and most of it will be done on-line, which makes it much more accessible! The actual position begins in September and requires 5-6 hours per week. Duration of employment will run throughout the academic semester.

This is the perfect opportunity for students who would like to earn extra money, gain professional experience, and give back to their community while balancing their coursework.

Compensation: Five to six internships will be available for a \$1,000 stipend. As an alternative, students may also complete the internship for academic credit through their academic department or through Career Services. Students eligible for Workstudy could also use their awards in these positions.

Accommodations: The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

To apply: Submit resume and cover letter to: buffalointernships@sayyestoeducation.org

Deadline: July 1st, 2018