



Leadership in Higher Education

Upward Bound Intern

Department: Upward Bound Program

Title of Internship: Upward Bound Intern

Upward Bound Internship Description

Position Description:

The Upward Bound Intern will assist in the administration of a federally funded program that helps students overcome class, social, and cultural barriers to higher education. The program at Baldwin-Wallace has been in existence since 1968. The program ensures that participants gain academic competencies through a program of rigorous academic instruction while working toward successful transition to higher education. Upward Bound provides services to high school students both during the school year and the summer.

Major Internship Responsibilities:

1. Assist the Director in planning programming that supports the high school to college transition.
2. Understand and keep up-to-date with the federal and college roles, including ideal relationships with the college and the institutional commitment to the program.
3. Contribute to the grant preparation process (e.g., data collection, program evaluation).
4. Maintain records and intern activities in an organized system.
5. Collaborate with and shadow the Upward Bound staff in program activities.
6. Design an evaluation process and provide recommendations to assist Upward Bound in deciding what works and what needs improvement.
7. Perform other duties as assigned.

Preferred Background or Skills:

1. Skills in communication, writing, organization, problem solving, and project completion.
2. Ability to integrate into new cultures and settings.
3. Experience or ability to collaborate on the planning, implementation, and evaluation of new programs.
4. Flexibility, creativity, and sensitivity in programming as well as student, community, staff, and family relations.

Special Considerations:

None

Special Hours:

Some evening or weekend hours possible

Unusual Tasks (that might require physical exertion, for example):

None

Required Travel:

Possible