



ROOSEVELT UNIVERSITY
COLLEGE OF EDUCATION

Educational Development Internship

Upward Bound is a federal TRiO program funded through the U.S. Department of Education. The TRiO

programs were designed as part of Lyndon B. Johnson's "War on Poverty" under the Economic Opportunity Act of 1964 to provide supplemental resources to college bound low-income and first-generation students throughout their high school years.

The mission of the Roosevelt University Upward Bound program is to motivate and prepare students for success in postsecondary education. To this end, we provide a variety of educational interventions developed to meet each individual's needs. Our program operates on-site at **Social Justice High School** located at 3120 South Kostner Chicago, IL 60623, as well as at Roosevelt University room 715 in the Gage Building (18. South Michigan Avenue Chicago, IL 60603).

Program Description

The goal of the Educational Development Internship is to cultivate skills in educational leadership and program development with the selected intern. Under direct supervision of the Associate Director of Upward Bound, the E.D. Intern will work in collaboration with other program staff and supporting agencies to further the mission and goals of RU UB, and ensure the overall successful completion of program objectives established by the United States Department of Education.

Due to the nature of Upward Bound's work, the intern will be exposed to a variety of educational settings and strategies. Because UB is a federally funded program we have a front row seat to national educational policy debates. The E.D. Intern will, therefore, have the opportunity to develop a critical awareness of the current crisis in the American educational system. One very unique aspect of this UB program is that we work exclusively with students from Social Justice High School in the Little Village neighborhood of Chicago. Social Justice High School was born out of a community hunger strike and strives to be true to its roots by centering all of its curriculum around issues of social justice. This is a paid internship, compensation to be determined.

Interested candidates should forward a Resume/CV, Letter of Interest, and Unofficial Transcripts to: rtimberlake@roosevelt.edu.

Job Duties:

- Coordinate Outreach with university offices, programs, and departments to enhance programming offered to UB students
- Coordinate outreach with community agencies
- Provide support during after school interventions including running community meetings and tutoring when needed
- Attend various school based meetings to discuss student success
- Assist the Academic Coordinator with student tracking and Student Success Plan meetings
- Assist the College and Career Coordinator with post secondary plans and all aspects of the college application/transition process
- Present regular workshops on study skills, time management, and college related material
- Assist UB staff with planning and implementing Campus Experience Institutes on several Saturdays during the semester.

Learning Objectives:

1. The intern will gain valuable experience working hands on with CPS high school students on academic progress and post secondary pursuit
2. The intern will gain insight into the educative process at many different levels: secondary school, university, federal.
3. The intern will learn about the process of grant compliance, administration, and budgeting for a federally funded program.

Professional Development Opportunities:

- Intern will work very closely with UB staff including Program Director and 2 Educational Advisors
- Access to: Student development conferences, professional development conferences, webinars, etc
- Access to: Faculty professional development days, Organizational Leadership Team meetings, Instructional Leadership Team meetings.

Position Requirements:

- Critical understanding of educational system or desire to develop such a critical consciousness
- Pending degree in an education field (ed policy, teacher ed, sociology, political science, social work)
- At least Sophomore standing
- Comfortable working with diverse populations
- Excellent inter-personal communication skills
- No previous experience required but preference given to those with
 - Experience working with urban youth
 - Math/Science tutoring experience

- 2/1/12