

Project Stepping Stone 2011 Internship Application and Description

Title: Project Stepping Stone Intern

Summary of Internship Position: The Project Stepping Stone (PSS) Internship Program is designed for former PSS graduates and Ambassadors who are familiar with the program and have a desire to mentor, train, and see others succeed in achieving their educational goals.

The goal of Project Stepping Stone (PSS) is to assist Hispanic high school students in successfully transitioning into college and beyond. As a former PSS Ambassador, you know that PSS is a free weeklong college preparatory program for Hispanic high school students, during which they engage in activities that help them prepare for college and professional employment once they graduate from college.

This year, approximately 100 high school students from every corner of Indiana will come to experience PSS week, just as you did when you attended. As an intern, you will be immersed in day-to-day management of the inner operations of PSS. From financial management to training ambassadors, the intern will operate at a high level with hands-on opportunities that will deliver an experience that will ultimately be included in your resume. You will learn about the non-profit 501(c)(3) environment and together with the PSS Mentors, you will work with sponsors, student ambassadors, universities and high school students. In general, the intern(s) will assist the PSS Mentors in ensuring that Project Stepping Stone 2011 runs smoothly.

What a PSS Intern gains from working with PSS: Experience working with a non-profit organization, interfacing with corporate/foundation sponsors, partnering universities, State of Indiana Dept. of Education, high schools, mentors, student leaders, high school students and the general Indiana Latino/Hispanic community.

Basic requirements:

- Former PSS Ambassador
- Full-time college student in good standing at college (prefer minimum of 3.0 GPA)
- Demonstrated continued leadership in the community from high school to college
- Self-starter, as work will be delegated in macro-management form
- Team player - must be focused on the PSS mission
- Excellent **verbal** communication skills
- Caring, flexible, and open to other cultures
- Time frame: April-July 2011
 - Part time preparation begins in April during application process
 - Full time starts the week before PSS Program Week.
 - Part time the week after PSS ends. Finishing touches on PSS 2011 and begin preparing for Project Stepping Stone 2012

Expected Duties and Responsibilities:

- Facilitate communication between parents and students in weeks leading up to PSS Week
- Assist with student confirmation and planned attendance at PSS by phone, mail or email
- Accompany PSS Mentors to any meetings/workshops relating to PSS starting in March
- Build the 150 binders for our students, partners and mentors
- Coordinate/Facilitate application(s) for grants for PSS and our students
- Document and deliver training for our Ambassadors and support for them
- Set-up and take down of the PSS program (ie: setup all meals and other necessary programs materials)
- Work with media/marketing team to help maximize exposure for our program (emphasize Facebook Page)
- Lead one of three key areas: (each intern will be partnered with a mentor)
 - Transportation: *schedule/communicate with charter buses to transport students*
 - Luggage/Truck: *truck rental/ see contract requirements are met during pickup/drop-off*
 - Food & beverage: *assist in scheduling vendors/donators of all meals & snacks*
- Attend and facilitate presentations at various high school sites in Indianapolis
- Assist with budgeting and financial management
- Work with NSHMBA, sponsors and community leaders to ensure compliance with funding and integration within the community

Project Stepping Stone 2011 Internship Application Checklist

- Transcript, Resume and Cover Letter**
Mail in a copy of your current school Transcript, an updated Resume showing your college accomplishments and a Cover Letter stating your intent in applying as a PSS Intern (to be addressed to the Project Stepping Stone Admissions Committee).
- Letter(s) of Recommendation (2 minimum)**
One letter of recommendation must be from someone (not related to you) at your respective college/university. One letter of recommendation must be from a community organization or business that you are involved in.
- Interview**
All Internship applicants must have an interview with the Project Stepping Stone Admissions Committee via conference call.
- Intern Pledge**
Sign and mail in the Internship Pledge (last page of this form) that indicates your commitment to complete the internship *in its entirety*.

Improve your chances of participating in Project Stepping Stone by submitting your application by **March 25, 2011**. The last day that you may submit the application and materials to Project Stepping Stone Admissions is **April 15, 2011**.

Send resume and cover letter to:
Indianapolis NSHMBA
Project Stepping Stone Admissions
P.O. Box 1501
Indianapolis, IN 46206-1501

Fax number:
317-209-9909

E-mail address:
projectsteppingstone@indianapolis.nshmba.org

Questions?
Call (317) 428-4555 or visit www.projectsteppingstone.com

About NSHMBA

The National Society of Hispanic MBAs (NSHMBA) was created in 1988 as a 501(c)(3) non-profit organization. Widely known as the "Premier Hispanic Organization," NSHMBA serves 33 chapters and 8,000 members in the U.S. and Puerto Rico. It exists to foster Hispanic leadership through graduate management education and professional development. NSHMBA works to prepare Hispanics for leadership positions throughout the U.S., so that they can provide the cultural awareness and sensitivity vital in the management of the nation's diverse workforce.

Internship Commitment for Project Stepping Stone

Intern Pledge

I understand that Project Stepping Stone is designed to open doors to opportunities. As a PSS Graduate, and former PSS Ambassador, I am committed to help PSS continue to allow students to explore college careers and realize the dream of attending college as I have. If my Internship application is accepted, I pledge to do my best to grow, learn, and to unselfishly give, teach and mentor PSS Students who come behind me. I have read and understand the internship duties and expectations of the PSS Internship requirements and agree to do my part to fulfill my commitment as a PSS Intern. I also understand that as a PSS Intern, **inappropriate behavior** will not be tolerated throughout the duration of this program.

Student Intern's signature _____ Date _____

Parent's signature _____ Date _____