Internship Description for Project Stepping Stone

Title: Project Stepping Stone Intern

Summary of Internship Position:
The Project Stepping Stone (PSS) Internship Program is designed for former PSS graduates who have also participated as PSS Ambassadors, are familiar with the program, and have a desire to mentor, train, and see others succeed in reaching 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 week-long college preparatory program for Hispanic high school students, at no cost to the student, during which they engage in activities that help them prepare for college and professional employment once they graduate from college.

Today, approximately 120 high school students from every corner of Indiana 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 Leader, you will work with sponsors, mentors, student ambassadors, universities and high school students. In general, the intern(s) will assist the PSS Leaders.

Basic requirements:

- Former PSS Ambassador
- Full-time college student in good standing at college
- Demonstrated leadership in the community
- Self-starter as work will be delegated in macro-management form (through weekly reviews of status)
- Team player, team building, must be focused on the PSS mission
- Good verbal and written communication skills
- Caring, flexible, and open to other cultures
- Time frame begins April-July in part time with full time PSS week on June 6-June 13

Duties and Responsibilities:

- Build the 150 binders for our students, partners and mentors.
- Help begin the documentation process of our program for other states to use
- Coordinate/Facilitate application(s) for grants for PSS and our students
- Document and deliver training for our Ambassadors and support for them
- Coordinate/Facilitate/Communicate daily student, volunteer and sponsor feedback
- Coordinate/Distribute PCs from NetLiteracy to students on June 13
- Set-up and take down of the PSS program during the week of June 6-June 13th
- Work with media and our marketing team to help maximize exposure for our program
- Lead one of three key areas: (the intern will be partnered with a mentor but has the lead)
    - Transportation/Luggage - schedule/communicate with bus lines
    - Luggage/Truck - figure out easiest/fastest /cheapest means to handle luggage
    - Food and beverage scheduling, coordinating vendors, volunteers, food lines, etc.

- Serve as a model and mentor our students in a positive way reflecting the values of PSS
- Attend and facilitate presentations at various high school sites in Indianapolis
- Assist with student confirmation and planned attendance at PSS
- Assist with budgeting and financial management
- Assist in communication with sponsors, mentors, students and parents through contact by phone, mail, or e-mail
- Assist in coordinating events/activities such as committee meetings, PSS week, vendors, sponsor/university visits, and any related travel
- Work with NSHMBA, sponsors and community leaders to ensure compliance with funding and integration within the community
- Assist in revision of PSS curriculum and materials
- Accompany PSS Leader to any meetings/workshops relating to PSS, if schedule allows

Examples of what an intern can gain from working with this project: 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 their families.

TO APPLY FOR THE INTERNSHIP PROGRAM:

1. Submit a resume and cover letter
2. TWO letters of recommendation - 1 from the university and 1 from a community organization or business
3. An interview with the committee via conf. call
4. A signed internship application (last page of this form) that indicates your commitment to complete the internship and to serve as a role model

Contact:

Send resume and cover letter to:

Steve Ramos
Project Stepping Stone Leader
10243 Port View Lane
McCordsville, IN 46055
317-213-8156
hal4341@yahoo.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 Commitment

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's signature _____ Date _____

Parent's signature _____ Date _____