



## SAMPLE JOB DESCRIPTIONS

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### **College Inquiry Intern**

About Company A: Our mission is to ensure that first-generation-to-college students, low-income students, and students of color have the knowledge and support necessary to enroll and persist in college. Company A works with 25-30 schools and organizations each year to develop comprehensive structures to support students as they explore, apply to, and enroll in post-secondary options. The College Inquiry Program works to improve the college readiness work in individual schools through support to college counselors and professional development.

Job Description: An intern will assist in the following areas:

- Curriculum Development: Auditing the program's high school curriculum; Reviewing the curriculum with an eye to student accessibility; Creating new resources such as a list of college fly-in programs for rising seniors and colleges and other post-secondary options
- Co-creating student-facing materials and/or workshops related to college applications, financial aid, and career exploration
- Program Development: Assisting coaches with preparation for school meetings and potentially shadowing coaches on school visits, identifying new prospective high school partners; developing student case studies around post-secondary planning
- Research and Policy Making: Assisting in the writing and editing of case studies of the college going culture in high schools CARA works with; Assisting in reviewing published literature on college going culture

### **Marketing Intern**

Company B is a leading publisher that has provided schools with digital and print materials for over 45 years. Our books include picture books, young adult memoirs, and informational texts focusing on family engagement, STEM topics, career exploration, social-emotional learning (SEL), social studies, and much more.

About the Opportunity: Our team is committed to making this a hands on learning experience for any intern. You'll work closely with our whole team on activities including:

- Crafting communications for email marketing, social media, event marketing, PR
- Website design and UX/UI & Search Marketing (SEO and PPC)
- Gather and interpret data to test pages, launch new campaigns or update content
- Using Google analytics to drive future marketing programs

Skills and qualifications:

- A college student pursuing a degree in marketing/communications or related field
- Ability to communicate effectively (written and verbal)
- Highly motivated and detail-oriented
- Experience with Google analytics a plus
- Course work in statistics or other data analysis
- Familiarity with all major social media platforms
- Proficient in Adobe suite



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### **University of New York**

Since 1938, UNY has been educating the world's future public service leaders. We offer a number of advanced degrees in public policy, public administration and urban planning. The Career Services Center helps our students and alumni with career development resources, such as career advisement, a database of employers and open positions, and recruitment support for hiring managers.

The intern will support the UNY Career Services with the following duties:

- Participate in and take notes during weekly staff meetings
- Research and report on relevant public service career trends
- Assist with Career Services student outreach and social media content development
- Support Student Engagement event planning for the coming academic year
- Additional duties as assigned (filing, data entry, copying, office organization)

Qualifications: Qualified applicants will possess strong organizational and interpersonal skills, as well as be able to communicate effectively in person and in writing. Additionally, applicants should be proficient with Twitter, Microsoft Office (specifically Word and Excel), and Google Drive. Students applying for this position should have an interest in learning more about public service careers and higher education. HS Junior preferred.

### **New York Dance and Company**

Dance for PD<sup>®</sup> is a program of the NYDC that offers internationally-acclaimed dance, music, and movement classes for people with Parkinson's disease throughout New York City and in more than 300 other communities in 25 countries. Launched as a nonprofit collaboration between the NYDC and the Brooklyn Parkinson Group, the Dance for PD program also provides teacher training, creates innovative instructional media, and nurtures ongoing collaborations among people with Parkinson's, care partners, dance organizations, and health professionals to provide transformative opportunities celebrating creativity, community, movement, and music. Evidence from more than 35 peer-reviewed scientific studies serves to underpin the effectiveness and benefits of the Dance for PD practice.

Responsibilities will include, but not be limited to, the following:

- Focus on the NYDC acclaimed dance program for persons with Parkinson's disease
- Facilitate operations for Brooklyn programming as well as satellite flagship classes in Manhattan, Queens, and the Bronx
- Support participant arrival and departure process, including attendance tracking
- Offer patient and friendly customer service related to Dance for PD classes and teacher training programs
- Fulfill merchandise orders and shipping requests of program materials
- Assist with database management, online resource development, website updates, research, and special events
- Provide administrative support to program staff



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### **Chase Street College**

Chase Street College creates customized strategies that support system-wide change. By tapping into the longstanding knowledge base and expertise of Chase Street educators and leaders, we tailor our strategies to fit the distinct strengths, needs, and opportunities of our partners to help all students and educators thrive in school settings.

### **Responsibilities:**

For the duration of this internship, the Program Associate (PA) intern will report to be and be supervised by the Program & Data Manager. In collaboration with his/her supervisor, the Ed Center's leadership team, and additional support, the PA Intern will be responsible for the following tasks:

- Providing general administrative and clerical support including scheduling/coordinating meetings, appointments, and travel arrangements for the team and related projects;
- Supporting in operational tasks including supplies & inventory, session and meeting preparation, and documenting/revising documentation of systems and processes;
- Providing budgetary support via reimbursements and budget tracking;
- Supporting project and team analytics via data collection, entry, and revisions; and
- Performing related duties as assigned.

### **Qualifications & Required Skills:**

- Demonstration of learning stance and willingness to learn new or different skills and systems;
- Attention to detail and ability to identify issues and inconsistencies across tasks and assignments;
- Strong problem solving skills along with the ability to perform independently;
- Proficiency in Google Suite platform (e.g., Google Calendar, Docs, Slides, Sheets, etc.);
- Clear communications skills (e.g., note-taking, emailing, in-person, etc.); and
- Flexibility in an ambiguous, fast-paced environment with changing priorities and tight deadlines