Position: College Guidance & Transition (CGT) Graduate Intern

Reports to: Assistant Director of College Guidance & Transition

Status: Part-Time

Start Date: September 2020

The Opportunity

We are looking for an exceptional College Guidance & Transition Graduate Intern to assist The Opportunity Network’s (OppNet) College Guidance & Transition (CGT) Team in organizing and supporting important components of the college guidance and transition process for current 12th graders and first-year college students. This is an exciting opportunity for a graduate student interested in being part of an innovative college and career development program targeting NYC public high school students and first-year college students across the country. The CGT Team is responsible for educating students about the college application and selection process and ensuring they have a successful transition into college.

Due to COVID-19, the position will operate virtually, but may require some travel to OppNet’s lower Manhattan office location as soon as it is safe to do so. The OppNet staff is currently working remotely and offering a fully virtual model for students. We plan to continue working virtually from September 2020 until August 2021, with periodic in-person offerings at our lower Manhattan office location. The in-person offerings are contingent upon public health conditions. The candidate will be expected to be available to work from OppNet’s office in NYC and resume work as a standard non-remote employee as soon as public health regulations and conditions allow.

The Organization

Founded in 2003, OppNet ignites the drive, curiosity, and agency of underrepresented students on their paths to and through college and into thriving careers, powered by our commitment to access and community. OppNet connects students from historically and systematically underrepresented communities to college access and success, internships, career opportunities, and personal and professional networks through our two programs: 1) OppNet Fellows, an intensive six-year-long program starting in 10th grade through to college graduation and 2) Career Fluency® Partnerships, our immersive capacity-building program for schools and youth-serving organizations across the U.S. looking to accelerate college and career readiness for their young people.

The Person

The ideal candidate will personally connect to the important work we do and value diversity, equity, and inclusion (DEI) across the organization. The candidate will demonstrate DEI values by actively participating in all organizational-wide learning sessions and self-reflection, as well as working with others to enact changes that contribute to meeting the organization’s anti-racist and anti-oppressive goals. The candidate should enjoy supporting a variety of tasks related to working with young people who are planning on applying to college and/or
are transitioning into their first year, and possess outstanding professionalism and discretion, organizational skills and attention to detail, energy and initiative, the ability to prioritize and complete a variety of tasks on time, and a willingness to work on a wide range of assignments and collaborate with staff members across program areas.

Responsibilities

The CGT Program Graduate Intern’s primary responsibilities will be to:

- Support the core functions for the College Guidance and Transition Team (CGT) in accordance with OppNet’s mission and pedagogies, including assisting administrative tasks and aspects of CGT programs such as individualized college guidance and office hour support, personal statement writing, financial aid application completion, SAT/ACT test prep, college info sessions/interviews, College Application and Transition Boot Camp events, College Access and Success Symposium event, etc.
- Research and codify best practices for supporting 12th grade and first-year college students across the country, inclusive how to best provide virtual 1:1 and student community-wide support
- Track, synthesize and evaluate metrics and data sets from forms and surveys, and working with CGT team to make recommendations on enhancing program support for 12th grade and first-year college students
- Organize contact information and database of relevant college partners and admissions offices across the country, and supporting outreach efforts of CGT team
- Through data evaluation and researching current college admission trends and counseling best practices, support the College Guidance & Transition team with program design, organization, and special initiatives as needed and as aligned with the Intern’s skills and interests
- Assist with planning, preparing and gathering all necessary materials for workshops and professional development sessions with staff and students, inclusive of updating lesson prep materials and presentations
- Assist OppNet staff members with all other duties related to effective program implementation, including filing, copying, communications/following up with students, logistical and/or virtual facilitation support, and other administrative tasks

Schedule & Requirements

The position requires your availability for 15-20 hours during the week. We are looking for a September – June commitment, with the possibility for extension through summer 2021. The CGT Program Graduate Intern will report to the Assistant Director of College Guidance & Transition. The ideal candidate will have these key assets and attributes:

- Strong written and verbal communication skills, research skills, organizational skills, and the ability to synthesize information;
- Experience with working in college access and success fields and supporting students, ideally in high school and first-year in college;
- Baseline knowledge of the college application process;
- Proficiency in Microsoft Word, Excel and PowerPoint, and Adobe software
- Ability to take initiative;
- Commitment to diversity, equity and inclusion work in education;
- Detail-oriented, can be counted on to produce high-quality work; and
- High degree of effectiveness and efficiency - gets things done!

**Compensation**

$18-$20 per hour, commensurate with experience.

**Application Instructions**

Please send your cover letter and current resume to OppNet’s Assistant Director of College Guidance & Transition, Edsel Batucan (edsel@opportunitynetwork.org), by August 20th.