



## Internship Position Available Education Department

The Door is a multi-service youth development agency serving the needs of young people between the ages of 12 to 21. The Department of College Advisement assists under-represented youth in successfully completing high school and gaining entrance into post-secondary schools. Advisement and resources are provided in four main categories of the college admissions process: college awareness, the college search, financial aid and applications, and transition from high school to college. Please visit our website [www.Door.org](http://www.Door.org) for more information.

**Position:** Volunteer/Student Intern, College Advisement Assistant

**Supervisor:** College Advisor

### Responsibilities:

- Provide one-on-one personal assistance in the college search and application process, obtaining financial aid, such as FAFSA, TAP and scholarships, and SAT registration
- Proofread college essays
- Update the list of available scholarships
- Put together informational presentations
- Assist in all administrative tasks, including, but not limited to: data entry, light typing, filing and answering phones
- Perform follow-up phone calls, emails, or meetings with members and alumni as directed by supervisor

### Qualifications:

- Interest in working with urban youth, and sensitivity to the needs and interests of the diverse young people who comprise The Door's membership population.
- Experience working with high school age population
- Demonstrated leadership ability, and ability to multi-task
- Excellent written and oral communication skills
- Bi-lingual Chinese or Spanish preferred
- Working knowledge of the college application/admission process
- Knowledge of financial aid process preferred
- Highly motivated and interested in helping young people obtain higher levels of post-secondary education

### Hours and Commitment:

- Commitment of four (4) months is required; full academic semester preferred.
- Contract for a minimum of three (3) hours per week, or for maximum of (15) hours per week.
- Flexible hours. Volunteers needed Monday-Friday between the hours of 1pm-8pm

### How to apply:

Please email resumes and cover letters to Mateka Fung, Resource Center Coordinator at [mateka@door.org](mailto:mateka@door.org). Do not call or send resumes via mail.