Position: 2023-24 College Counseling Intern

Hours: Intern can expect to work 10 hours/week for 37 weeks from mid- to late-August through May. This schedule excludes school holiday breaks, vacations, and finals week. Hybrid in-person and remote schedule is available.

Stipend: $16/hour

Peak Education’s Internship Program is designed to introduce Peak Ed scholars who are currently pursuing degrees in higher education to the world of non-profit organizations, as well as to develop their professional skills and interests.

Professional Development Opportunities
Attain real life and work skills and experiences to enhance your resumé.
- Public speaking
- Organization and team planning
- Networking opportunities
- Knowledge of online organizational systems (Salesforce, Signal Vine, MS Office, Teams)

General Responsibilities

Assist the director of college counseling with the following:
- Research and organize scholarships for 12th grade scholars.
- Data entry: inputting scholarship awards, college acceptances into system management tool.
- Updating the college acceptance and scholarship dashboard in the spring semester.
- Review college applications and essays with students (occasionally).
- Collaborate with the director of college counseling to create quarterly grade-level (9th-11th) newsletters around college counseling.
- Assist with and occasionally lead sessions during college counseling events.
- Other duties as assigned.
The intern may also assist with events and needs of the Program team.

Selection Criteria:

- Applicants must be current Peak Education Scholars who have completed at least one semester of college in a two-or four-year program.
- Applicants should be attending a college in the Pikes Peak region since they’ll need to work in person at times.
- Must have strong communication skills (reading, writing, speaking, presenting) and be willing to practice and improve these.
- Must demonstrate the self-motivation, maturity, initiative, commitment, and follow-through necessary to work productively in a loosely structured environment.
- Must be able to work effectively in a team, share insights constructively and accept/implement guidance from staff members.
- Must have basic skills with word processing and spreadsheets and willingness to learn new online systems.
- Must have strong organizational skills, attention to detail, accuracy and timeliness with assigned tasks.
- Must be a proactive problem-solver who demonstrates initiative and ability to work individually and, on a team.
- Must be able to work in person and remotely.
- Occasional evenings/weekend hours may be required, with previous discussion and mutual agreement.

Application Procedure and Timeline

Applicants should submit the following items for full consideration by August 10, 2023:

- Cover Letter (one- two pages): describe your interest in and qualifications for the Internship.
- Resumé

Please submit all materials to Jasmine Rainey, the director of college counseling, at jasmine@peakedu.org. Please put College Success Intern in the subject line.

Candidate interviews will take place in mid-August, and the intern will be selected by the end of August.

If you have any questions, please contact Jasmine Rainey at 719.301.9483.