Hawthorn InvestiGirls Coordinator
Paid Internship for Fall 2018 and Spring 2019

Internship Overview
The Gephardt Institute for Civic and Community Engagement is hiring for a paid undergraduate student intern to support the Hawthorn InvestiGirls program. Hawthorn InvestiGirls connects the Washington University community to the local charter school, the Hawthorn Leadership School for Girls, through engaging co-curricular activities. The InvestiGirls program aims to provide tutoring and enrichment experiences that explore and develop new interest areas outside of the classroom, as well as contribute to academic success for young women. The Hawthorn InvestiGirls Coordinator manages and facilitates WashU student volunteer involvement during the InvestiGirls Workshops, Hawthorn’s Friday enrichment program, as well as Each One Teach One’s InvestiGirls Tutoring, the after school tutoring component of the program. The Coordinator will work closely with professional staff at the Hawthorn School and the Gephardt Institute’s Student Engagement and Service Manager to implement the program. The coordinator also serves as an active member of the K-12 and Youth Initiatives Team, collaborating closely with other students interns, on shared responsibilities and wider programmatic initiatives.

Responsibilities include, but are not limited to, the following:

Each One Teach One (EOTO) Student Intern Team
• Contribute to the planning and implementation of tutor recruitment, including coordination of information sessions, activities fairs, other outreach strategies, interviews, selection, and tutor assignments (four times per year).
• Contribute to the planning process for tutor training each semester, including planning and implementing program-specific training.
• Contribute to oversight and support for the EOTO Leadership Team, including bi-weekly meetings.
• Participate in weekly EOTO team meetings and weekly supervision meetings.

InvestiGirls Workshop Coordination
• Implement and monitor the InvestiGirls Workshops application process for student initiatives, and provide ongoing support and assistance in the development and execution of workshop plans.
• Recruit, train, and coordinate volunteers to participate in InvestiGirls, including direct marketing efforts and development of recruitment strategies.
• Coordinate logistical aspects of InvestiGirls Workshop initiatives, including program supplies arrangement, scheduling, and evaluation.
• Coordinate informational meetings for interested WashU undergraduate and graduate students and student organizations about InvestiGirls.

InvestiGirls Tutoring Coordination
• Volunteer as a Hawthorn Tutor one day per week.
• Develop and maintain InvestiGirls Tutoring schedule, roster, and other relevant materials.
• Recruit, select, and train current tutors to serve as Day Leaders each semester.
• Communicate regularly with Day Leaders regarding tutor attendance, bus arrangements, program updates, tutor orientation meetings, and any issues or successes observed during tutoring. Meet monthly with Day Leaders to discuss challenges, observations, ideas, and updates.
• Collaborate with school partners through regular phone, email, and in-person communication and by participating in planning and debrief meetings – with special attention to workshops planning, tutor training, tutor effectiveness, and cohort development among tutors.

Serve as an essential member of the Gephardt Institute staff:
• Attend semester kick-off retreat and closing celebration plus bi-monthly staff meetings for ongoing professional development and office-wide coordination.
• Support organizational outreach efforts including staffing the reception area, supporting special events, and posting flyers as needed.
• Participate in team efforts outside the office during special events such as the Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.
• Assist students and student groups seeking information about community service opportunities through on-campus groups and off-campus agencies.
• Write a semester report and update the intern manual each semester.
• Model professionalism and ethical leadership in and outside the office through adherence with Washington University policies and procedures, office expectations, and standards.

Desired Qualities of Successful Candidates
✧ Initiative and professionalism
✧ Professional oral and written communication skills
✧ Strong interpersonal & organization skills
✧ Flexibility & creative problem-solving skills
✧ Tolerance for ambiguity
✧ Sense of humor
✧ Commitment to civic engagement
	✧ Demonstrated experience and enthusiasm for working with K-12 schools and/or community-based organizations serving youth
	✧ Ability to establish and maintain collaborative relationships with faculty, staff, students, and community partners

Time Commitment
Weekly time commitment may fluctuate depending on responsibilities. The Hawthorn Coordinator is expected to work approximately 10-12 hours per week during two academic semesters (fall 2018 and spring 2019). Hours are flexible based on student’s schedule, often include evening/weekend commitments, and generally occur in the office between 8:30am-5:00pm Monday through Friday. All Gephardt Institute interns are expected to attend the Gephardt staff retreat August 2018 (date to be specified). Ideally the intern will be available for a transition meeting starting in April 2018.

Duration
The internship is for the fall 2018 and spring 2019 academic semesters, with the possibility of renewal for part or all of the following academic year.

Remuneration
$9.00 per hour, paid bi-weekly. Preference is given to Federal Work Study eligible applicants, though all students are welcome and encouraged to apply.

Eligibility
WashU students who will be undergraduates during the 2018-2019 academic year— and have current or prior experience as an Each One Teach One tutor – are eligible to apply. 3.0 minimum GPA.

**Application Process**
To apply, please complete an online staff application form, and submit a resume and cover letter that describes:
1. Your experience with the Each One Teach One tutoring programming
2. Specific skills and past experiences that would make you a strong program coordinator
3. Why you believe it is important to offer academic and enrichment support in public schools

If you have any questions about the position or process to apply, please contact the Student Engagement and Service Manager, Mike Jones, at mikejones@wustl.edu. For more information about the Gephardt Institute, visit [https://gephardtinstitute.wustl.edu/](https://gephardtinstitute.wustl.edu/).