HDFS INTERNSHIP SITE INFORMATION SHEET

Organization Name: Upward Bound

Contact Person

Name: Maria Sandra Jimenez  
Phone: (775) 784-4978  
Email: msj@unr.edu  
Physical Address: University of Nevada, Reno, 1664 N. Virginia Street, EJCH 203, Reno, NV 89557  
Mailing Address: 1664 N. Virginia Street, MS 0062, Reno, NV 89557

Internship Site Information:

Upward Bound will provide valuable hands-on experience working with income qualified and first-generation (LIFG) high school students attending the six (6) target high schools in Washoe and Lyon County. Additionally, the intern will gain valuable insight and experience in program development and evaluation. The intern will also gain experience as a mentor and tutor while working with the diverse student population on a college setting. The intern will work closely with the Assistant Director and Washoe /Truckee Grant Program Coordinators to ensure the students receive appropriate academic support in the requested subject matter. The successful intern should be able to demonstrate excellent interpersonal skills, sensitivity to the needs of disadvantaged students, and commitment to the goals of Upward Bound. Upward Bound is a great site for candidates interested in working with K-12 students and in higher education with an emphasis in secondary education, social work, psychology, counseling, curriculum and instruction, education administration, student personnel, human development, or a related discipline.

Number of Internships Available: 1

Student Requirements:

1. Must be enrolled in at least 15 units and at least be a college junior.  
2. Experience working with income qualified, first generation high school students  
3. Preferred qualities include, intangible traits such as reliability, flexibility, effective communication, trustworthiness, motivation, leadership, a positive attitude, and team oriented.

How will student obtain this internship position?

Interested students are welcomed to call or email the Assistant Director, Maria Sandra Jimenez directly. Please provide a resume and three references. The site will conduct their own interview.

Completed 5/10/2017