

The Renaissance Education Group, Inc.
Job Description

Job Title Academic Specialist – Intern (Summer 2019) (Talent Search and/or Upward Bound)	Posting Date April 2019	Number of Positions 4 - 6
Proposed Dates of Employment June 10, 2019 – August 2, 2019 (8 weeks)	Job Location Raleigh-Durham, NC (surrounding areas) <small>(Travel Required)</small>	

Minimum Qualifications

Bachelor's degree in an area of specialty or at least a Sophomore enrolled in college with a GPA of a 3.0 on a 4.0 scale. Previous tutoring or teaching experience. Strong writing and communication skills.

Preferred Qualifications

Teaching, tutoring, and/or other related certifications. Experience overcoming barriers similar to the targeted population (highly desired).

Position Description

We are looking for summer interns, currently enrolled in college, who will serve as positive role models and leaders, use sound judgment when making decisions, and have a genuine interest in participating in the academic, personal, and social development of youth (ages 12-18). The characteristics we look for in our staff, including summer interns, are: honesty, trustworthiness, dependability, flexibility, ability to manage stressful situations, initiative, empathy, compassion, and a ***desire to deliver beyond what is asked.***

A summary of the position description is as follows:

Prepare curriculum including instructional objectives. Conducts assigned classes in accordance with the overall design of the Renaissance TRIO Program. Offer academic support and assistance with assignments, special projects, and focused mentoring. Provides tutoring and instructional support in the subject areas. Participate in scheduled out-of-class activities with the students, including supervising students during learning expeditions, social activities, cultural activities, and college tours. Maintain accurate participant records and evaluate student progress in support of project objectives. Collaborate with other project staff internally and other community programs externally. Other duties as assigned.

Compensation Package

Admission to weekly field trips and activity fees, an all expenses paid college tour (hotel, meals, etc.), daily transportation from the office (Durham, NC) to summer program college site, plus a stipend of \$3,000 (undergraduate level intern) or \$4,500 (graduate level intern) for approximately eight weeks. Housing, meals, and transportation to the office site is not included, and is the responsibility of the intern.

Employment Requirements

Must provide proof of eligibility to work in the United States. Travel required. Appropriate attire for meetings/presentations is required. Must be able to lift 25 lbs. A satisfactory background check. Must understand and adhere to FERPA, HIPPA, all confidentiality guidelines, and any other compliance requirements regarding access and use of student data. Must agree to adhere to all duties before, during, and after the program as outlined during staff training. Full participation and satisfactory performance is required for full stipend. Stipend amount will be prorated for missing essential functions or activities.

Must attend pre-internship meeting from June 10 – June 14, 2019 and staff training institute from June 17 – June 21, 2019. Must be available to work on internship assignment every Monday – Friday from 7:00 am – 6:00 pm from June 24 – July 26, 2019. Must attend overnight college tour from July 29 – August 2, 2019.

Application Instructions

For consideration of this position, qualified candidates should forward the following documents to: The Renaissance Education Group, Inc., Attn: Internal Operations, 4841-E Industry Lane, Durham, NC 27713 or fax to (866) 770-4766 **before May 22, 2019.**

- Cover Letter and Resume
- Copy of Diploma, Academic Transcript(s) and/or Degree(s)
- Copy of Teaching Certification, or any other relevant certification (if applicable)
- Employment Application (please visit <http://www.renaissance-ed.net/jobs/TREG-Employment-Application.pdf>)

If selected for an interview, interviews will be held in May (or early June) 2019.

Comments: Only serious candidates should apply. Position opens immediately. Selected candidates will need a copy of their academic transcript(s) and any applicable certifications prior to interview, and will have to successfully clear background screening.