

2024–2025 Campus Recruitment Intern

Position Description



What is Breakthrough Twin Cities?

Breakthrough Twin Cities supports students on their journey to college by fostering a community of mutual learning with the next generation of educators so they both can collaborate, grow, and thrive. BTC is an independent 501(c)(3) non-profit with three sites in the Twin Cities: Mounds Park Academy (MPA), Saint Paul Public site (SPP)*, and Chanhassen High School through Eastern Carver County Schools (ECC)*. Students in our middle school program attend three summers of academic enrichment, where they take classes in math, science, literature, & social studies and prepare for their six-year path to college with BTC. Students are taught by a diverse faculty of Teaching Fellows: college and high school students exploring the field of education with training and support from Breakthrough. Middle and high school students attend Saturday programming throughout the school year to continue building their skills, habits, and resumes to become successful high school students. Students matriculate into the College Bound program (grades 9–12) where they receive targeted support for each grade level.

**Subject to change based on availability and scheduling with our district partners*

Position Overview:

As a Campus Recruitment Intern for the 2024–2025 academic year, you will play a crucial role in supporting our recruitment efforts across various college campuses. While you will not be responsible for attending all events yourself, you will serve as the primary coordinator to get events on the calendar and work with the team to ensure someone is able to attend. This position involves organizing and coordinating recruitment events, distributing materials, liaising with college representatives and recent alumni, and maintaining a detailed calendar of activities. Your work will be instrumental in building and strengthening connections between Breakthrough and academic institutions, ultimately contributing to our mission of fostering educational opportunities and engagement.

Responsibilities:

- Coordinate with college representatives to schedule recruitment events and opportunities and work with the program team to assign events.
- Organize and distribute recruitment materials to stakeholders, including students, faculty, college administrators, and presenters.
- Coordinate with recent alumni to present and table.
- Maintain a calendar of recruitment activities and ensure all relevant parties are informed in a timely manner.

- Assist in the preparation of presentations and other recruitment-related activities.
- Provide support in tracking and reporting on recruitment efforts and outcomes.
- Develop a database of college and university information, including clubs and other groups.
- Summer preparation task*

** If you are interested in gaining experience in summer planning, we can discuss tasks that may fall into your allotted time.*

Benefits

- Opportunity to work closely with the Summer Program Director.
- Gain valuable experience in coordinating recruitment efforts.
- Develop strong communication and organizational skills.
- Network with professionals in the field of education and recruitment.
- Contribute to a meaningful cause by helping to build connections between Breakthrough and colleges.

Qualification

- At least one summer as a Breakthrough Twin Cities Teaching Fellow (multiple summers preferred)
- Currently enrolled in or recently graduated from a college or university.
- Strong organizational and communication skills.
- Ability to work independently and manage multiple tasks simultaneously.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Enthusiasm for engaging with a diverse group of stakeholders and promoting Breakthrough's mission.

Time Commitment: This internship is estimated to be 6 hours per week from October 1, 2024, to March 4, 2025.

Compensation: \$3,000 (paid semi monthly, first payment on October 20, 2024)

To Apply: if you are interested in applying, email your resume and cover letter to the Summer Program Director at sdukes@breakthroughtwincities.org

Breakthrough Twin Cities does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Breakthrough Twin Cities is committed to providing reasonable accommodation to applicants and employees with disabilities so long as providing a particular accommodation would not impose an undue hardship. Reasonable accommodations are provided to remove barriers that prevent individuals with disabilities from applying for jobs, performing the essential functions of the position held or desired, gaining access to the workplace, or enjoying equal benefits and privileges of employment as individuals without disabilities.