



Student Advisor Summer Internship Application

Please send the entire application in an envelope to:

New Jersey SEEDS
Attn: Amna Tariq, Programs Assistant
494 Broad Street, Suite 105
Newark, New Jersey 07102

Or electronically to:
atariq@njseeds.org

Application Deadline: May 1, 2020

Your complete application should consist
of the following materials:

1. NJ SEEDS Internship Application
2. Current High School or College Transcript
3. Personal Statement (1-2 pages)
4. Résumé
5. Professional Reference Form

You will be notified of our decision no later than May 15, 2020.

It is the policy of NJ SEEDS, Inc. to afford equal opportunity employment to qualified individuals regardless of their race, religion, color, national origin, age, sex, handicap, marital status, veteran status, sexual orientation, or any other classification protected by law, and to comply with all applicable laws and regulations relating to equal employment opportunity.

YOUNG SCHOLARS PROGRAM:

The dates of the internship are June 29, 2020 through July 31, 2020. Interns will work Monday – Friday from 8:30am – 2:30pm. All Student Advisors (interns) must ride the SEEDS bus with Young Scholars to and from the site school (Far Brook School in Short Hills, NJ). *Preference given to those eligible from the Greater Newark area.* A stipend for your work will be paid at the end of the five-week session.

SCHOLARS PROGRAM:

The dates of the internship are June 18, 2020 through July 31, 2020 which includes The Summer Challenge Program and The Capstone Experience. Student Advisors (interns) will reside on campus for the entire duration of the internship. Room and board are included. All Student Advisors must be available to ride the SEEDS bus with the Scholars to and from the site school (The Hill School in Pottstown, PA). A stipend for your work will be paid at the end of each three-week session.

COLLEGE SCHOLARS PROGRAM:

The dates of the internship are June 25, 2020 – July 10, 2020. Student Advisors (interns) will reside on the campus of the site school (Hobart & William Smith Colleges, Geneva, NY) for the entire duration of the internship. Room and board are included. All Student Advisors will receive transportation to the site school for training prior to student arrival and must chaperone the College Scholars on the SEEDS bus during the return trip home. A stipend for your work will be paid at the end of the three-week session.

I am interested in applying for the following summer program (check appropriate box):

Young Scholar Program (Must be an enrolled high school student and at least a Rising Junior)

Scholars Program (Must be an enrolled college student and at least a Rising Sophomore)

College Scholars Program (Must be an enrolled college student and at least a Rising Senior)

Part I. Applicant's Information

Name: _____
(First) (Last)

Current Address: _____

Permanent (Home) Address: _____

Phone (Home) _____ Phone (Cell) _____

E-mail _____ Date of Birth: ____/____/____
mo day year

Gender: _____

Ethnicity (optional): _____

Do you have a driver's license? (Circle one) Yes No

Do you have access to a car? (Circle one) Yes No

Which SEEDS program did you graduate from?

Class _____ Program _____

High School: _____
(Name of school) (City, State, Zip Code)

College/University: _____
(Name of school) (City, State, Zip Code)

Current GPA: _____
(Please include a copy of your transcript. Unofficial transcripts are acceptable.)

Part II. Experience and Skills

- 1) Please provide the following information as it pertains to your involvement in extracurricular activities and sports at your high school or college/university below:

Extracurricular Activity/Sports/ Special Honors <i>(ex: Resident Advisor, Dean's List)</i>	Length of Involvement/Year Received <i>(ex: 3 months; Junior Year)</i>	Leadership Position (If Any) <i>(ex: President, Captain)</i>

- 2) Please provide the following information as it pertains to previous experience with delivering or facilitating a workshop, program or presentation below:

Workshop/Program/ Presentation Title <i>(ex: Selecting a College Major)</i>	Your main responsibilities <i>(ex: PowerPoint creation; publicity)</i>	Target Audience and Size <i>(ex: 10 Teens, 50 Adults)</i>

- 3) One of the major responsibilities of all Student Advisors is teaching a non-academic extracurricular class (e.g. drama, dance, Japanese, etc.). Please specify any extracurricular skills and related teaching experience if any:

Skills <i>(ex: Piano, Arabic, Squash, Chess)</i>	Any Previous Experience in Teaching <i>(ex: afterschool tutor, coach)</i>

Part IV. Personal Statement

Please include with this application a typed personal statement addressing the following:

In your statement, define what it means to be a part of NJ SEEDS. (What does it mean to you personally to be a SEEDS alumnus/a? What does the organization mean to you?) Be sure to include details of your SEEDS story, your experiences at your placement school, and what specific or unique impact you will contribute as a Student Advisor to the current cohort of students.

(Please note: Your personal statement should include your name in the header and not exceed more than two pages in length)

Part V. Résumé

Please enclose your most recent résumé. Include volunteer/project/job responsibilities, as well as, dates of work.

Part VI. Letter of Reference

Please give the form on the next page with an envelope to a teacher, professor, advisor, counselor or employer with whom you have worked and who is able to speak on your behalf. This reference is confidential and will only be used for the purpose of considering your NJ SEEDS internship application. Complete the information at the top of the form and please ask your reference to mail his/her letter directly to NJ SEEDS in an envelope signed with his/her name across the seal of the envelope. We must receive this letter by the application deadline.

Summer Advisor Internship Reference Form



Summer Advisor Internship Reference Form

Please complete all parts of this application and send it to:

New Jersey SEEDS
Attn: Amna Tariq, Programs Assistant
494 Broad Street, Suite 105
Newark, NJ 07102
(973) 642-5175 – fax
atariq@njseeds.org

Applicant: Please fill in your personal information below. Ask a teacher, professor, advisor, counselor or employer to submit the completed form to New Jersey SEEDS.

Name: _____ Gender: _____ Date of Birth: _____

Present School: _____ Grade: _____

The above named student is applying for a New Jersey SEEDS Summer Internship. New Jersey SEEDS is a non-profit organization serving academically talented, highly motivated youth from low-income communities. Our Student Advisors (interns) work closely with students during their summer academic enrichment program. A Student Advisor’s job is to provide academic and personal support individually and to all students as a whole. Your candid evaluation of this applicant’s leadership skills and personal qualities is greatly appreciated. All comments are confidential and will only be reviewed during the application process.

Please return this form; no later than **May 1, 2020**. **The applicant will not be considered for the position until we have received this form.**

New Jersey SEEDS appreciates your time and insight.

Your Name: _____

Title/Position: _____

Organization/Company: _____

Telephone: _____

Signature: _____

Please answer the following questions, using this form or attaching a separate sheet of paper.

1. How long have you known the applicant and in what context?

2. How would you describe this applicant's strengths?

3. Please comment on the applicant's character and leadership skills.

4. Please share, in your opinion, any area in which the applicant can improve.

5. Do you have any reservations about this applicant's abilities to act as a NJ SEEDS Student Advisor and work with our student population?
