

**\*Job ID:** 12143

**\*Job Title:** TRiO Outreach and Retention Intern

**Organization Name:** [TRiO KEY Student Support Services](#)

**Linked Contact:**  [Nicholas Wooten](#)

**No of Openings:**

**Work Schedule:**

**Hours per Week:** 10

**Wage/Salary:** \$11.00

**Employment Start Date:** 6/6/17

**Employment End Date:** 6/16/18

**Supervisor:** TRiO Program Coordinator

**\*Job Description:** The TRiO Student Support Services (SSS) program at Evergreen is part of a set of federally-funded college opportunity programs nationwide that support students from disadvantaged backgrounds in their pursuit of a college degree. These TRiO programs were the first national college access and retention programs to address the serious social and cultural barriers to education in the United States. To qualify for the TRiO Student Success Program at The Evergreen State College, students must meet at least one of the following three criteria: be the first in their family to be earning a bachelor's degree, low income, and/or have a documented disability. Evergreen's SSS program provides wraparound services to 180 students, including intrusive academic advising, financial aid assistance, advocacy and referral, student success classes, etc.

Our program is looking to hire several Outreach and Retention interns for the 2017-2018 academic year. This will be the third year of implementation of our Outreach and Retention Internship which provides the opportunity for students to develop leadership skills while providing necessary support and resources to TRiO students. Responsibilities will include basic office administration and reception, outreaching to current and prospective participants, creating community through student-initiated programming, and providing timely information, referrals and resources.

Outreach and Retention Interns commit to the internship for a period of one full academic year (Fall, Winter, Spring) with the possibility of Summer quarter hours for returning students. Our internship program is based on principles of collective decision making, student-led programming, and community accountability. We believe that in order for us to push for equity at the greater institutional level, we must first work for equity within our own program. That means the TRiO Internship program is a place where oppression (of all different and intersecting types) is actively addressed. At TRiO Student Success we work against any discrimination in the form of racism, sexism, ableism, classism, ageism, homophobia, or transphobia. We believe that it is within TRiO's mission of serving students who are marginalized, first generation, low-income, and/or have documented disabilities, to combat these systems.

If you are a sophomore, junior, or senior with work study and are interested in a career in higher education or working with similar populations, please consider this great opportunity!

To learn more visit:

<http://www.coenet.us> and  
<http://www2.ed.gov/programs/triostudsupp/index.html>

**\*Qualifications:**

Required Qualifications:

**\*MUST HAVE WORK STUDY\***

1. Good academic standing.
2. Must have attended Evergreen for at least 1 year.
3. Ability to communicate clearly, effectively, and patiently over phone, in person, and E-mail.
4. Organized and detail-oriented; motivated and self-directed.
5. Available for mandatory training Evaluation Week of Spring Quarter 2017.
6. Proficiency or experience in any of the following areas: Microsoft Excel, Photoshop, assistive technologies, social media outreach, graphic design, web design and/or publishing, writing support, policy development and student-led advocacy.

Preferred Qualifications:

1. Student with junior or senior standing
2. Current TRiO Student (or TRiO-eligible)
3. An understanding of issues and systems affecting the success and retention of first-generation college students, low-income students, and students with disabilities

**Learning Objectives (Required for Internships and Work Study) ? :**

**Program Administration:**

1. Provide basic administrative support, including student reception and referral.
2. Develop common language and procedures to communicate with students that includes email, texting, social media, and face to face.
3. Build administrative and computer skills through application and experience.

**Outreach/Retention:**

1. Collaborate with Educational Specialist, Program Coordinator, and fellow interns on outreach and retention efforts and programming.
2. Identify on-campus and community organizations, associations, and groups that may offer potential support for TRiO students.
3. Provide information to on-campus offices and departments to increase the level of support for TRiO students.
4. Assist in the development/design of outreach materials; distribute materials to create increased visibility and interest at Evergreen.
5. Other tasks as determined by Program Coordinator and Academic Specialists that focus on retention efforts and programming.

**Application Instructions:**

Please submit your application materials to TRiO Office LIB 2108 (located inside Student Academic Support Services – LIB 2153).

- 1) A completed Generic Application

[Available at:

<http://www.evergreen.edu/studentemployment/docs/GenericApp.pdf>]

- 2) Resume

- 3) Cover letter that describes how you meet the required and preferred qualifications for this position.