



Student Financial Services
Building 19, Rm. 286
One Armory Square
Suite 1, PO Box 9000
Springfield, MA 01102-9000
(413)755-4214
Email: sfs@stcc.edu

Federal Work Study Job Description Form

Job Title: School-Based Interns

Desired No. of Hires: 4-5

Department or Organization: Academic Leadership Association (ALA)

Address (Off campus only): 174 Chalmers Street Springfield, Ma 01118

Supervisor: Anthony Hernandez
Office: Student Financial Services
Phone: (413) 755-4393
Email: ajhernandez@stcc.edu

Designee: Vilenti Tulloch
Office: ALA
Phone: (413) 885-0118
Email: Academicleadershipassoc@gmail.com

General Job Description: The Intern will provide support to school-based mentors in the following activities with students (typically 6-8 per school) identified as at-risk based on poor attendance, course failure, and behavioral/social-emotional issues with the support of school adjustment counselor, school guidance counselor, or licensed clinician and the direct supervision under ALA's Licensed Clinical Supervisor.

Detailed List of Duties:

- Counseling, advisement, and outreach
- Academic coaching, mentoring, and related classroom assistance.
- Checking in with all students on their caseload on a regular basis.
- Monitoring of student progress based on data regarding attendance, disciplinary referrals, and academic performance.
- Communication with teachers, parents or guardians, and other appropriate school faculty and staff regarding student progress.
- Facilitating a service project for students on their caseload.
- Meetings with school administrators and counselors.
- Participate in IEP and/or 504 meetings with school personnel and student families.
- Organizing and participating in family engagement activities such as workshops or community field trips.

Opportunities for Advancement:

Interns will learn the art of developing relationships with school staff, youth, and families. As they grow and acquire skills and training, consideration, and opportunities to move into a larger, more permanent position may become available.

Responsibility Involved: Interns will be expected to:

- Demonstrate professional behavior at all times
- Meet with the Program Coordinator and team members monthly.
- Adhere to the agreed-upon schedule, as noted in the Service Agreement.
- Attend weekly group counseling sessions to support the school-based mentor.

Skills and/or previous experience desired:

Required

- Strong communication and interpersonal skills



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- Desire to work with children of diverse backgrounds and life experiences.
- Demonstration of empathy and understanding
- Good organizational and time management skills
- Attendance at all required meetings: weekly meeting with clinical supervisor, monthly staff meeting, etc.
- Two job-shadow shifts prior to acceptance as an intern
- Reliable transportation to work site.
- CORI check and fingerprinting required upon acceptance of internship.

Preferred

- Prior experience working with school-aged children.
- Mentoring or counseling knowledge.

Amount of supervision required:

Regular Occasional Minimal

Hours desired to cover (evening, weekend, etc.):

Work will be performed on-site in participating elementary or middle schools in Springfield, Holyoke, Longmeadow, or East Longmeadow. Interns are expected to work 8-15 hours per week depending upon internship requirements.

How to Apply: Contact Supervisor listed above.

Interested applicants may email their resume and cover letter to: Kaila Ochoa, Administrative Assistant at Academicleadershipassoc@gmail.com