refugee development center

Refugee Development Center Fall Internship - Student Success

Duration: January 8 - April 19, 2024   **Term**: 18 weeks   **Hours**: 10 hours/week

The mission of the Refugee Development Center is to cultivate a welcoming, thriving community that collaborates with refugees and newcomers through education, engagement, and support. www.refugeedevelopmentcenter.org.

Program Description: The Student Success intern will assist with welcoming all students into the RDC programs. Special emphasis on adult learners' success and program is required. Testing, planning, interviews and goal setting will take place utilizing cultural brokers, online testing programs, and a student centered approach. Professional collaboration between RDC community partners such as MiWorks, St. Vincent Refugee Services, and others are required.

Internship Schedule			Weekly Hrs.
Jan 8 - 12 (1 week)	Training	Tuesday & Thursday 11:30am - 2:30 pm	10
Jan 15 - April 12 (16 weeks)	Testing, data collection and analysis, student success meetings	Tuesday & Thursday 11:30am - 2:30 pm	10
April 15 - 19 (1 week)	Data Reporting, Review and Reflection	Tuesday & Thursday 11:30am - 2:30 pm	10

This is an unpaid internship. We are able to partner with academic institutions offering credit for internships. If applicable, please include any academic requirements in your application. A cover letter is required for consideration. Incomplete applications will not be accepted.

Responsibilities:

- Support Student Success Specialist with online testing

- Work with students on their learning plan

- Recruit students for English program

- Collaborate on retention strategies for adult learners

- Learn and use various data systems

Qualifications:

- English language fluency
- Understanding of academic systems in the United States
- Experience with analyzing charts and data
- Own transportation
- Speakers of Arabic, Dari, Farsi, French, Kinyarwanda, Pashto, and Swahili are encouraged to apply

To apply: Email resume and cover letter to Savanna Hamed at volunteer@rdclansing.org **before** December 1, 2023.