

FREQUENTLY ASKED QUESTIONS

COLLEGE BOUND INTERN POSITIONS



COLLEGE BOUND – ST. LOUIS

What do College Bound interns do?

Interns do much of the behind-the-scenes work, including preparing materials for weekly College Bound classes, maintaining organization of files, researching student resources, assisting with logistics for student events, updating our student database, communicating with students and parents, and completing human resources projects. Interns can work with the high school program, the college program, or the volunteer program.

Where will I be working?

Interns are based at the College Bound office located at 110 North Jefferson, which is accessible by both Metro and bus.

How much student interaction is there?

Because interns do behind-the-scenes work in the office, there is limited student interaction. Nonetheless, students occasionally stop by the office, so while you wouldn't work directly with them, you may spend some time with them.

How many hours do I need to work?

The internship hours are flexible and can be part-time or full-time. During the school year, most interns work part-time with hours ranging from 5 to 15 hours/week. We prefer that interns spread their hours over a couple days each week because projects are sometimes short and come up at various times during the week.

Are there summer internships?

Yes, definitely! College Bound loves having summer interns! Summer internships are available both part-time and full-time.

Can I intern without taking it "for credit"?

Yes! Students have done College Bound internships both for and not for credit. Some interns have received stipends from their college. College Bound is not able to offer paid internships.

How many positions are available?

The number of internship positions varies on time commitment and program need. Typically, we will have between four and six interns each semester.

How can I apply or get more information?

For more information or to apply please contact Katie Bench at Katieb@CollegeBoundSTL.org or 314-361-4441 x103. Please submit your resume and a cover letter with your email. You can also find more information on our website at www.CollegeBoundSTL.org.

www.CollegeBoundSTL.org

**"Giving promising, motivated high school students the
chance to enroll and succeed in college!"**