



BRYANT EDUCATIONAL
LEADERSHIP GROUP

Programming Internship **JOB DESCRIPTION**

About the Bryant Educational Leadership Group (BELG)

BELG was started based upon the principle, *we stand on the shoulders of giants, and to whom much is given, much is required*. Its mission is to enable, equip, and empower student leaders to transform themselves, their campuses, their communities, and the world.

BELG is seeking a programming intern to assist in the planning, implementation and execution of specific programs. The intern will report directly to the VP of Programming and work closely with the Leadership Team.

Duration: One academic year (Fall & Spring semesters, with the option to extend into Summer)

Hours: Preferably 10 hours per week. Schedule is negotiable.

Compensation: This position is not compensated; however, intern may be eligible for college credits.

Application Deadline: Friday, July 17, 2015 at 5pm EST

DUTIES & RESPONSIBILITIES

- Assist Vice President of Programming with planning, coordination and execution of BELG programs and initiatives
- Create a comprehensive, detailed programming binder for the major BELG programs, including but not limited to the African American Student Leadership Experience (College – East Coast, College – West Coast, and High School editions), pre-collegiate program
- Coordinate AASLE student social activities
- Attend required meetings (approximately 3-4 per month)

QUALIFICATIONS

- Proficiency with Microsoft Office: Microsoft Word, PowerPoint & Excel.
- Flexible and proactively takes on assignments and responsibilities.
- Must be a self-starter and effective communicator.
- Must have the ability to work independently and with a team.
- Must be organized and detail oriented.
- Enthusiasm for the mission of BELG.
- Event planning/coordination experience or strong desire to learn
- Quality verbal communication (small and large group settings) and written communication (email, letters)

- Excellent organizational skills
- Ability to set and meet deadlines, prioritize and manage several projects at one time
- Balance of a professional attitude while having fun

APPLICATION REQUIREMENTS

- Complete the BELG Internship Application including a cover letter that answers the question “Why you would like to intern with BELG?”

HOW TO APPLY

- Email completed application complete with programming experience & a résumé to info@belgllc.com (application must be signed) by Friday, July 17, 2015 at 5pm EST

Bryant Educational Leadership Group, LLC is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.



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INTERNSHIP APPLICATION FORM

BELG is an affirmative action/equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation or national origin is prohibited.

In order to be considered for an internship, you must submit a signed and completed application form along with your resume. Please refer to the position description to determine if additional application items, such as a writing sample, are required. All application items must be submitted as a complete package (excluding reference letter). Incomplete applications will not be reviewed.

Name(s) of Internship(s) Applied For:

Name: _____

School Address: _____

Permanent Address: _____

School Telephone Number: _____ **Permanent Telephone Number:** _____

E-mail Address: _____

Are you legally eligible to work in the U.S.? _____

If you are not a U.S. Citizen, are there any restrictions on your eligibility for employment? _____

Are you requesting that your college grant you credit hours for your internship? _____

Dates available to perform internship: _____

If you do not receive an internship with BELG, would you be interested in being considered as a volunteer during one of our programs? **Yes** **No** **If so, which one(s) & where?**

Education:

| TYPE OF SCHOOL | NAME AND LOCATION | DEGREE/DATE | MAJOR |
|----------------|-------------------|-------------|-------|
| High School | _____ | _____ | _____ |
| College | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Scholastic Honors and/or Licenses: _____

Employment History *(Includes paid, volunteer, and intern positions)*

Most Recent Employer: _____ Telephone Number: _____
Address: _____
Supervisor (Name & Title): _____
Position Title: _____ Start Date: _____ End Date: _____
Description of duties: _____

Employer: _____ Telephone Number: _____
Address: _____
Supervisor (Name & Title): _____
Position Title: _____ Start Date: _____ End Date: _____
Description of duties: _____

Relevant Professional References (*minimum of 2 required, no family members*)

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Email Address: _____

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Email Address: _____

Name: _____ Telephone Number: _____

Company/School: _____

Relationship: _____ Email Address: _____

Publications and Articles: _____

Community/professional organizations, honors and awards: _____

Activities/Organizations relevant to the internship(s) for which
you are applying: _____

SHORT ANSWER: Explain the reason programs such as those sponsored by BELG are important.

I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.

Signature: _____ **Date:** _____

INTERNSHIP PROGRAM INFORMATION

Eligibility: A candidate must be a graduate student; an undergraduate student; or have graduated from college within 12 months of beginning the internship.

General Information: Interns are expected to work the hours indicated on each position description. Internships are offered during the Summer, Fall, and Winter/Spring semesters. Interns may receive academic credit if an agreement is made between the BELG and intern's college or university. All interns are subject to the applicable BELG employee rules and will be required to complete a Learning Contract.

Application Procedures: Candidates must complete an application and submit it along with a cover letter. Cover letter must answer the question "Why you would like to intern with BELG?"

NOTE: Some internship positions require additional application items, such as a writing sample. All application items must be submitted as a complete package(excluding reference letter). Incomplete applications will not be reviewed.

Application Deadlines: Applications must be received via email or fax by Friday, July 17, 2015

Email or Fax Applications to: Subject: "Your Name," "Name of Internship Position"
Email Address: info@belgllc.com
Fax Number: (317) 405-8323

For More Information Send an Email to info@belgllc.com

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