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| Scholarship Intern Silicon Valley Community Foundation   |  |  |  |  | | --- | --- | --- | --- | | Posted: Apr 15, 2016 | | | | | **DIVISION** | Human Resources | **ID** | 131285 | | **ADDITIONAL DOCUMENT** | Cover Letter | **POSITION TYPE** | Internship/Co-op | | **HOURLY SALARY RANGE** | $10.00 - $12.00 | **POSTING DATE** | April 15, 2016 | | **EXPIRATION DATE** | May 13, 2016 | **DESIRED CLASS LEVEL(S)** | Sophomore, Junior | | **SALARY LEVEL** | Non-exempt[https://sjsu-csm.symplicity.com/images/nace_calc.png](http://www.jobsearchintelligence.com/NACE/jobseekers/salary-calculator.php) |  |  |   Silicon Valley Community Foundation  [Employer Profile](https://sjsu-csm.symplicity.com/students/?s=employers&mode=profile&ss=employers&id=36054f2bf5763d2850ab7d0c03b4e4b3)  **DESCRIPTION**  JOB SUMMARY  Silicon Valley Community Foundation administers a variety of scholarship programs that grant up to $40,000 to high school, community college and university students. The majority of our scholarships are designated for current or former residents of San Mateo, Santa Clara and San Francisco counties. Since 2007, our scholarship programs have awarded more than $11.2 million to help students pursue higher education.  This position supports the Silicon Valley Community Foundation’s scholarship funds team and reports to the to the scholarships philanthropy advisor. This paid internship will be 15-20 hours per week, May 2016 through May 2017 there is some flexibility on hours, start and end dates depending on candidate’s availability.   Salary commensurate with experience.  RESPONSIBILITIES  Complete research and prepare recommendations for the scholarship program related to its efficiency, growth and visibility.   Develop a student survey and process to administer on an annual basis to track students and report to donors.    Refine and update donor and program reports for scholarship funds.    Other projects and administrative tasks as assigned.  QUALIFICATIONS  Working towards a BA or Master’s degree in psychology, school counseling, secondary education, nonprofit management, organizational development, organizational effectiveness or other related field.  Strong desire to learn about the nonprofit sector, program management, financial aid and higher education.  Excellent administrative and research skills, communication (oral and written) and interpersonal communication skills, along with the ability to edit and proofread.  Proficiency in Microsoft Office Suite - Word, Excel, and Outlook knowledge a plus.  Ability to complete tasks independently.  Ability to organize, use good judgment, prioritize and meet deadlines.  Attention to detail and ability to perform tasks independently with a high degree of accuracy.  Critical thinking skills a must.  Ability to approach situations and challenges with flexibility and a sense of humor.  WORK ENVIRONMENT / PHYSICAL DEMANDS  The work environment characteristics and the physical demands described here are representative of those an employee encounters while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.   The noise level in the work environment is usually moderate. The above statements are intended to describe the general nature and level of work performed by the incumbent in this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills.  **LOCATION**  **Nation Wide**  no  **City**  Mountain View  **State/Province**  California  **Country**  United States  **INTERNSHIP DURATION**  "Other" SPECIFY DETAILS IN THE JOB DESCRIPTION  **HOURS PER WEEK**  16 to 20 hours per week  **DESIRED MAJOR(S)**  Social Science/Psychology, Education, Education/Counselor Education |