Upward Bound Finance and Administration Internship
Position Description

Overview
This summer of 2019, Upward Bound will bring approximately 100 high school students that qualify as low income and first-generation college bound to Cornell University for 6 weeks of academic, co-curricular and extracurricular activities, intended to grow their knowledge and understanding of what it takes to be successful in college while preparing for their next year in high school. Upward Bound is grant funded by the Federal Department of Education’s TRiO Programs.

The Finance and Administration Internship is a hands-on summer experience in program administration, human resources, and finance. The Finance and Administration Intern will be a crucial member of the office team, responsible for assisting all aspects of program administration, human resources, and budget creation / management, purchasing, and other financially related tasks to contribute to the effective and compliant operation of the six-week summer program.

Organization
The Operations Intern will report directly to Upward Bound Assistant Director (AD).

Responsibilities and Expectations
This position is an integral part of the summer program staff. Although the Intern will primarily work in the office, all staff are expected to serve as a role model for participants. Responsibilities for the Intern position include but are not limited to:

Primary Responsibilities
• Support program administrative duties including event planning, coordinating services, creating schedules, creating supporting documents, managing paperwork processes, and various tasks as assigned
• Assist AD and Director with recruitment, hiring, onboarding, and orientation
• Lead training components specific to Human Resources and compliance
• Work to ensure compliance with program policies as well as local, state, and federal laws
• Create and manage summer program budget with guidance from AD and Director. This will include managing and processing purchase orders, receipts, vendor invoices, and program inventory
• Participate in staff meetings as assigned
• Be a participating member of the Upward Bound community
• Other duties as assigned

Time Commitment
Schedule: 3 or 4 days in office a week, 9am -5pm, with remote assignments possible
Position will begin June 3 and end August 16
Staff Training: June 24 - June 28
Summer Program: June 30 – August 8

Required Qualifications
The ideal candidate will have:
• Completed their sophomore year in college
• Relevant coursework/major in ILR, AEM, Hotel Administration, or a minor in Business
• Internship experience in a HR or finance setting
• Proficiency in Microsoft Office, specifically Excel
Required Qualifications (cont’d)

- Experience working with a diverse student population
- Excellent written and oral communication skills
- Pride in doing their best work, with the determination to see through long days and difficult situations
- Ability to handle multiple responsibilities and follow through consistently
- A system of organization that works well for them, and translates effectively to others

Preferred Qualifications

- Experience working with a non-profit or governmental agency
- Availability to work in the office for a limited number of hours during the Spring 2019 semester

Remuneration

This Internship has a stipend commensurate with experience. Range: $3,150 – $5,000 for 10 weeks. Schedule is 3-4 days a week in the office 9am – 5pm, with remote assignments a possibility.

Application Process

Priority deadline for applications is December 12th.

To apply, please send resume, cover letter, and a letter of recommendation to:

By mail:
Liz Millhollen
3rd Floor Kennedy Hall, Ithaca, NY 14853

Electronically:
Liz Millhollen
eam53@cornell.edu

Questions?

Please contact Liz Millhollen via email at eam53@cornell.edu