



Job Title: Potential Gap Scholar Program Intern
Employer: Focus and Learning Center
Type: Internship
Salary: Unpaid
Schedule: Flexible Hours of 5-15 hrs/week
Location: Saint Paul, MN

Description:

The mission of the Focus and Learning Center (FLC) is to evolve education by delivering services to students that focus attention, build skills, and achieve academic success.

We are seeking an Intern to help the nonprofit organization develop and improve the Potential Gap Scholar Program. As an Intern, you will receive weekly support and mentoring from FLC directors in the areas of coaching skills training and support of students who are not achieving.

Primary Duties:

You would collaborate with staff to develop training and practice in establishing a relationship and communicating with students, training people to use coaching skills to support students, and developing grade management approaches while using online learning management systems.

Qualifications:

Comfort and familiarity with collaborating, supporting students, and managing grades. Candidates must be enrolled in high school, PSEO, or a post-secondary program, or have graduated from a post-secondary program. Candidates will be asked to submit contact information for two references.

Applications Details:

Application Deadline: Open until filled
Contact Name: Dr. Melissa Malen, Ph.D.
Apply by Email: melissamalen.flc@gmail.com
Requested Documents: Resume and Letter of Introduction