



## Student Advisor Summer Internship Application

Please send the entire application in an envelope to:

NJ SEEDS  
Attn: Imani K. Gilliam, Dean of Programs  
494 Broad Street, Suite 105  
Newark, New Jersey 07102

Or electronically to:  
[igilliam@njseeds.org](mailto:igilliam@njseeds.org)

**Application Deadline: April 5, 2019**

Your complete application should consist  
of the following materials:

1. NJ SEEDS Internship Application
2. Current High School or College Transcript
3. Personal Statement (1-2 pages)
4. Résumé
5. Professional Reference Form

You will be notified of our decision no later than May 1, 2019.

It is the policy of NJ SEEDS, Inc. to afford equal opportunity employment to qualified individuals regardless of their race, religion, color, national origin, age, sex, handicap, marital status, veteran status, sexual orientation, or any other classification protected by law, and to comply with all applicable laws and regulations relating to equal employment opportunity.

**YOUNG SCHOLARS PROGRAM:**

The dates of the internship are July 1, 2019 through August 2, 2019. Interns will be working from Monday – Friday from 8:30am – 2:30pm. All interns must ride the SEEDS bus with the Young Scholars to and from the site school (Far Brook School in Short Hills, NJ). *Preference given to those eligible from the Greater Newark area.* A stipend for your work will be paid at the end of the five-week session.

**SCHOLARS PROGRAM:**

The dates of the internship are June 19, 2019 through August 2, 2019 which includes The Summer Challenge Program and The Capstone Experience. Interns, also called Student Advisors, will reside on campus for the entire duration of the internship. Room and board are included. All interns must be available to ride the SEEDS bus with the Scholars to and from the site school (The Hill School in Pottstown, PA). A stipend for your work will be paid at the end of each three-week session.

**COLLEGE SCHOLARS PROGRAM:**

The dates of the internship are June 20, 2019 – July 12, 2019. Interns will reside on the campus of the site school (Hobart & William Smith Colleges, Geneva, NY) for the entire duration of the internship. Room and board are included. All interns will receive transportation to the site school for training prior to student arrival, and must chaperone the College Scholars on the SEEDS bus during the return trip home. A stipend for your work will be paid at the end of the three-week session.

I am interested in applying for the following summer program (check appropriate box):

Young Scholars Program (Must be an enrolled high school student and at least a Rising Junior)

Scholars Program (Must be an enrolled college student and at least a Rising Sophomore)

College Scholars Program (Must be an enrolled college student and at least a Rising Senior)

**Part I. Applicant's Information**

Name: \_\_\_\_\_  
(First) (Last)

Current Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permanent (Home) Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone (Home) \_\_\_\_\_ Phone (Cell) \_\_\_\_\_

E-mail \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo day year

Gender: \_\_\_\_\_

Ethnicity (optional): \_\_\_\_\_

Do you have a driver's license? (Circle one) Yes No

Do you have access to a car? (Circle one) Yes No

Which SEEDS program did you graduate from?

Class \_\_\_\_\_ Program \_\_\_\_\_

High School: \_\_\_\_\_  
(Name of school) (City, State, Zip Code)

College/University: \_\_\_\_\_  
(Name of school) (City, State, Zip Code)

Current GPA: \_\_\_\_\_  
(Please include a copy of your transcript. Unofficial transcripts are acceptable.)

**Part II. Experience and Skills**

- 1) Please provide the following information as it pertains to your involvement in extracurricular activities and sports at your high school or college/university below:

<b>Extracurricular Activity/Sports/ Special Honors</b> <i>(ex: Resident Advisor, Dean's List)</i>	<b>Length of Involvement/Year Received</b> <i>(ex: 3 months; Junior Year)</i>	<b>Leadership Position (If Any)</b> <i>(ex: President, Captain)</i>

- 2) Please provide the following information as it pertains to previous experience with delivering or facilitating a workshop, program or presentation below:

<b>Workshop/Program/ Presentation Title</b> <i>(ex: Selecting a College Major)</i>	<b>Your main responsibilities</b> <i>(ex: PowerPoint creation; publicity)</i>	<b>Target Audience and Size</b> <i>(ex: 10 Teens, 50 Adults)</i>

- 3) One of the major responsibilities of all Student Advisors is teaching a non-academic extracurricular class (e.g. drama, dance, Japanese, etc.). Please specify any extracurricular skills and related teaching experience if any:

<b>Skills</b> <i>(ex: Piano, Arabic, Squash, Chess)</i>	<b>Any Previous Experience in Teaching</b> <i>(ex: afterschool tutor, coach)</i>

#### **Part IV. Personal Statement**

Please include with this application a typed personal statement addressing the following:

*In your statement, define what it means to be a part of NJ SEEDS. (What does it mean to you personally to be a SEEDS scholar? What does the organization mean to you?) Be sure to include details of your SEEDS story, your experiences at your placement school, and what specific or unique impact you will contribute as a Student Advisor to the current cohort.*

(Please note: Your personal statement should include your name in the header and not exceed more than two pages in length)

#### **Part V. Résumé**

Please enclose your most recent résumé. Include volunteer/project/job responsibilities, as well as, dates of work.

#### **Part VI. Letter of Reference**

Please give the form on the next page with an envelope to a teacher, professor, advisor, counselor or employer with whom you have worked and who is able to speak on your behalf. This reference is confidential and will only be used for the purpose of considering your NJ SEEDS internship application. Complete the information at the top of the form and please ask your reference to mail his/her letter directly to NJ SEEDS in an envelope signed with his/her name across the seal of the envelope. We must receive this letter by the application deadline.

# Summer Advisor Internship Reference Form



## Summer Advisor Internship Reference Form

Please complete all parts of this application and send it to:

New Jersey SEEDS  
Attn: Imani K. Gilliam, Dean of Programs  
494 Broad Street, Suite 105  
Newark, NJ 07102  
(973) 642-5175 – fax  
[igilliam@njseeds.org](mailto:igilliam@njseeds.org)

**Applicant:** Please fill in your personal information below. Ask a teacher, professor, advisor, counselor or employer to submit the completed form to New Jersey SEEDS.

Name: \_\_\_\_\_ Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Present School: \_\_\_\_\_ Grade: \_\_\_\_\_

The above named student is applying for a New Jersey SEEDS Summer Internship. New Jersey SEEDS is a non-profit organization serving academically talented, financially limited youth. Our interns work closely with students during their summer academic enrichment program. An intern's job is to provide academic and personal support individually and to all students as a whole. Your candid evaluation of this student's leadership skills and personal qualities is greatly appreciated. All comments are confidential and will only be reviewed during the application process.

Please mail this form in the envelope provided by the student and sign your name across the seal. We must receive it no later than **April 5, 2019**. **The applicant will not be considered for the position until we have received this form.**

New Jersey SEEDS appreciates your time and insight.

Your Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please answer the following questions, using this form or attaching a separate sheet of paper.**

1. How long have you known the applicant and in what context?

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\_\_\_\_\_  
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2. How would you describe this student's strengths?

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3. Please comment on the student's character and leadership skills.

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4. Please share, in your opinion, any area in which the student can improve.

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5. Do you have any reservations about this student's abilities to act as a NJ SEEDS Intern and work with our student population?

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