UC Irvine Upward Bound (UB) is seeking an energetic intern to work with our UB team. This is an unpaid internship position; instead, the intern would earn credit or hours for his/her work. This is a great opportunity for a student interested in seeking a possible major or career in the areas of web design or development, freelance writing, marketing, or business just to name a few. We are looking to create this position on an annual basis (September – July) and act as a hub for UCI Upward Bound updates and news for students, alumni and parents.

The Ubly Intern will work with the UB Staff by assisting us with creating a platform to connect, update and deliver educational and financial information to support our UCI Upward Bound alumni and parents. UCI Upward Bound is open to a variety of ideas for this first-time venture, but we would like to develop this concept into a singular platform for higher education and student growth for those post-high school. Ideas include:

- Creating or contributing to UCI UB social media pages that would intersect with the current UB website
- Promoting local Anaheim events or upcoming educational deadlines
- Writing or posting blogs related to reporting content, events and news
- Develop a means of tracking alumni progress via social media
- Support staff with possible alumni projects or events throughout the year
- Other ideas as they occur

POTENTIAL RESPONSIBILITIES INCLUDE:
- Develop and implement program assessment and evaluation initiatives
- Develop and implement outreach and publicity strategies to inform UCI UB alum of upcoming activities and events
- Other duties as assigned

QUALIFICATIONS/SCHEDULE:
- Be a current Ubly in good academic standing (3.0 GPA recommended)
- Commit to the remaining school-year internship (February 2020—May 2020)
- Be able to work independently with minimal supervision
- Possess strong oral, written and interpersonal communication skills
- Work between 10-15 hours per month
- Meet with Julie or Kim regarding progress
- Hours should be arranged around class schedule and testing

If interested in applying, email Kimberly Balderrama, k balderr@uci.edu, a statement of no more than two paragraphs as to why you are interested in the position and why you are the best person for the position. The final date to submit your statement is Friday, January 17, 2020 at 5pm.