



The LEGACY INTERNSHIP

KAUFFMAN SCHOLARS, INC. 2017 LEGACY INTERNSHIP



2017 Legacy Internship Description

Position: Legacy Intern

Organization: Kauffman Scholars, Inc.

Location: Kauffman Foundation - Kansas City, Missouri

Reports to: KSI Legacy Internship Team

Dates: June 1 – July 28 (8-week internship)

Compensation: \$15 per hour

Work Schedule: 36-hour work week, Monday – Thursday, 9AM – 5PM; Friday, 8AM -12PM

Email: legacy@kscholars.org

Phone: 816-932-1212

Website: www.kauffmanscholars.org

Who We Are

Kauffman Scholars Inc. (KSI) is a multi-year college access and scholarship program designed to help low-income urban students in Kansas City prepare for and complete a college education.

What You'll Do

Legacy Interns will work closely with Kauffman Scholar staff and the Kauffman Foundation Education Team to execute KSI summer programming, education initiatives and community service. In addition, Legacy Interns will participate in weekly professional development workshops and leadership training in an effort to increase their career readiness.

Major job responsibilities and outcomes include:

- Provide near-peer support to Class 8 scholars at weekly Summer Bridge workshops through panels, activities, and other supports as assigned.

- Work with the Kauffman Foundation Education Team on education-related projects, grants, and initiatives.
- Research and design institutional campus resource guide for KSI's 23 network institutions.
- Develop and participate in Summer Bowl fundraiser benefitting Big Brothers Big Sisters of Greater Kansas City.
- Plan and coordinate logistics for a KSI Day of Service community outreach activity with KSI staff, interns and alumni.
- Serve as pre and post event support for the 2017 Graduation Celebration at Arrowhead Stadium (June 10, 2017).
- Provide additional project support as assigned.

What You'll Bring

We are looking for committed interns who have diverse backgrounds and experiences, who are inspired by the mission and vision of Mr. K and are highly motivated to develop into exceptional leaders. Interns who possess a strong work ethic, seek solutions for challenges, cultivate genuine relationships, take pride in their work, and exude the upmost professionalism as a legacy of Kauffman Scholars, Inc.

We expect Legacy Interns to:

- **Take initiative** and follow-through with daily tasks and long-term assignments; energized by goal-setting, meeting deadlines, managing multiple projects, and successfully collaborating within a team.
- **Think critically** and problem solve by obtaining and interpreting facts and data to make informed decisions.
- **Embrace failure** and seek opportunities to learn from others and share reflections with peers and coaches.
- **Be open** to receiving frequent, professional feedback for course correction and personal growth.
- **Ask questions** and seek understanding when faced with a challenge, concern, or simple curiosity.

Additional expectations include:

- **Excellent interpersonal, communication and teamwork skills**; including the ability to communicate well with stakeholders at all levels (peers, scholars, staff, external partners, and Kauffman Foundation associates).
- **Strong program and project management skills** with extraordinary attention to detail and professionalism, and the ability to organize, plan and execute multiple projects simultaneously.
- **Strong technical skills** in Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint) and Google Drive; social media marketing and management, report production and graphic design skills preferred.
- **Demonstrate success in public speaking** through idea generation, content development and presentation delivery to effectively communicate ideas and messages to a range of diverse audiences.
- **Experience in leading** workshops, focus-groups, staff/group meetings, team building activities, etc.

What We Offer

In addition to a competitive hourly wage and professional work experience, the Legacy Internship offers scholars invaluable career opportunities for professional growth and leadership development:

- 1:1 summer mentorship from KSI associates;
- Networking opportunities with Kauffman Foundation executives and leaders;
- Increased knowledge of non-profit administration and philanthropy;
- Connections to diverse community leaders and organizations for career exploration;
- Deeper understanding of the life and legacy of Mr. Kauffman in Kansas City, nationwide and globally.

Minimum Qualifications

All applicants must meet the following minimum qualifications. Scholars who do not meet the below criteria will not be considered:

- Class 4, 5, 6, or 7 scholar;
- 2.5 or greater cumulative GPA;
- Current or active progress towards “Good Standing” program status;
- Commitment to participating in full 8-week internship
- Possess deep identification and appreciation of KSI and the legacy of Ewing Marion Kauffman
- Reliable transportation.

How To Apply

2017 Legacy Internship Application **opens February 15 – March 1**. Interested scholars must submit an application, resume, cover letter and video by March 1 to legacy@kscholars.org to be considered for an interview. Incomplete or late application materials will not be reviewed after March 1.

1. Complete the application (open February 15- March 1)

<https://goo.gl/forms/C6LEbsyEWWZup0ui1>

- Must be logged into @kscholars.org email address.
- Application cannot be saved and opened later.

2. Email your one-page resume and professional cover letter to legacy@kscholars.org

- Use your @kscholars.org email address only.
- Include “**2017 Legacy Internship_Class#_FirstInitialLast Name**” in the email subject.
- Send resume, cover letter, and video as attachments in one email (preferred).
- Use professional language in the body of your email.

3. Submit a one-minute video respond to the following statement:

As a scholar, please describe how you live out one of the **bolded** words in the Kauffman credo:

I am privileged
to be a **steward** of
Mr. Kauffman's **legacy**.
I will pursue **excellence**,
guided by **respect**,
humility, and **openness**,
leavened with **humor**
to advance an
uncommon Foundation.

Video Submission Guidelines:

- Total time must not exceed one (1) minute.
- State your name, KSI class, college/university, and major at the beginning.
- Acceptable formats include, but are not limited to, iPhone, iMovie, MP4, etc.
- File size must be transferrable by email or Google Drive.
- Video background must be clear of any distractions.
- Creative expression and freedom in video response is acceptable.
- After completion, send the video with your resume and cover letter to legacy@kscholars.org.

4. Interviews will be conducted March 16-21 at the Kauffman Foundation.

- Qualified applicants will be notified of interview opportunity via kscholars.org email.
- Interview candidates will have one week to select a 30-minute interview slot.
- Business professional dress required for interviews.

5. If you have any questions, please contact the Legacy Internship Team at legacy@kscholars.org

All of the statements in this position description are intended to describe the general nature of the work being performed, and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The organization reserves the right to modify job duties or job descriptions at any time.

Kauffman Scholars, Inc. is an Equal Opportunity Employer committed to maintaining a non-discriminatory work environment. KSI does not discriminate against any applicant or associate on the basis of race, color, religion, sex, gender, national origin, age, disability, veteran status, marital status, sexual orientation or any other personal characteristics protected by law.