EDGE HIGH SCHOOL INTERNSHIP
School of Government and Public Policy, PUBLIC MANAGEMENT & POLICY Students

**General Description:** Edge High School’s internship program is unique because we have so many opportunities to choose from. We prefer when interns choose a role(s) that gives them the most meaningful experience. We know how important it is to have working relationships with college students who can bring new ideas, new methods, and new perspectives to our growing high school.

**Internship Available:** Summer – Yes  Fall – Yes  Spring – Yes
**Deadlines:** We are flexible and understand that some interns often change their schedules around before the start of a new semester. We prefer when interns apply at least 6 weeks prior to each semester. However, we can accept interns with less notice upon request

**Agency Preferred Qualifications:** We prefer interns who have an interest working with high school students and who are willing to be positive role models. We are looking for consistent and reliable interns who can be flexible and adaptable. It is important that interns understand the population of students we work with: underserved and at-risk youth. It is also helpful to have familiarity with Microsoft Office Programs.

**Internship Description:** Un-paid internship Opportunity
Our interns will be able to choose a role(s) that interests them the most. These roles include (but are not limited to): teaching in classrooms, building exciting new curriculum, creating current events activities, helping support administration, non-profit business management/public policy, and/or assisting with student service programs. We fully support intern’s ideas for improving our school culture and contributing to our mission and vision. In addition, we encourage interns to get involved with projects that could be new for them, such as: marketing, grant writing, fundraising, or event planning.

**Purpose of the Internship:** To create meaningful and lifelong experiences for interns, while strengthening our mission and vision. We want interns to gain knowledge that will help them to identify their own career goals during and after college.

**Additional Information:** Applicants must obtain a Fingerprint Clearance Card if working with students prior to acceptance into the program. This process generally takes 2-3 weeks. *Edge High School will reimburse this cost* Interns do NOT need a fingerprint card if they do not want to work directly with students. Edge High School has two locations. Interns can choose to work at one campus or both.
Himmel Park Location (main campus): 2555 E. 1st St. (Speedway & Tucson Blvd.)
Northwest Campus: 231 W. Giaconda Way #113 (Oracle & Ina Rd.)
Hours of Operation: Interns can schedule their hours between 7:30am-4:30pm to fit best their schedule.

**To Apply:** Submit letter of interest and resume to Anne Ortiz: Anneo@edgehighschool.org Please make the subject line: UofA Intern (and your name).

**Expected Contact:** We will contact you via email or phone within five business days if you have been selected to participate in an interview. Once accepted, interns will be expected to attend a short orientation.

**Contact Person:** Resource and Finance Director, Anne Ortiz. Email: Anneo@edgehighschool.org Phone: 520-881-1389 ext. 9

**Agency/Organization Website link:** www.edgehighschool.org