



**rdc**

# Refugee Development Center Summer 2024 Internship Application

The mission of the Refugee Development Center is to cultivate a welcoming, thriving community that collaborates with refugees and newcomers through education, engagement, and support. Learn more at [www.refugeedevelopmentcenter.org](http://www.refugeedevelopmentcenter.org).

**Duration: June 3rd- August 9th, 2024**

## Student Success Internship

The Student Success intern will assist with welcoming all students into the RDC programs. Student Success interns will assist Student Success Specialists with pre/post testing of adult English language learners, conducting interviews to evaluate language proficiency, and work with data in excel/google sheets and RDC database. Opportunities exist to develop test-preparation materials and identify gaps within the Student Success team. This program takes place at RDC’s Newcomer Center in south Lansing.

Schedule Options	Weekly Hours
<b>Monday/Wednesday/Friday, 9:00-12:00pm OR 11:30-2:30pm OR 4:30-7:30pm</b> Participate in direct service Monday and Wednesday mornings/early afternoons or evenings. Provide planning and administrative support Fridays.	8-13 hours <i>(option to add more hours to fulfill requirements are available)</i>
<b>Tuesday/Thursday/Friday, 9:00-12:00pm OR 11:30-2:30pm OR 4:30-7:30pm</b> Participate in direct service Tuesday and Thursday mornings/early afternoons or evenings. Provide planning and administrative support Fridays.	8-13 hours <i>(option to add more hours to fulfill requirements are available)</i>

This is an unpaid internship. We are able to partner with academic institutions offering credit for internships. If applicable, please include any academic requirements in your application.

### Responsibilities:

- ❖ Assist in pre/post testing of Adult English Learners
- ❖ Manage administrative duties, including recording and analyzing data
- ❖ Conduct interviews to assess Language Proficiency
- ❖ Assist with all RDC programs as assigned

### Qualifications:

- ❖ English language fluency
- ❖ Ability to work with adults from a diverse background
- ❖ Demonstrated cross-cultural sensitivity
- ❖ Speakers of Arabic, Dari, Farsi, French, Haitian Creole, Kinyarwanda, Pashto, and Swahili are encouraged to apply
- ❖ Reliable form of transportation

Email resume and cover letter to Savanna Hamed at [volunteer@rdclansing.org](mailto:volunteer@rdclansing.org). Applications will be accepted until May 10th. Internship positions will be filled on a rolling basis. Incomplete applications will not be accepted.