



Princeton  
Internships in  
Civic  
Service

## **PICS 2010 Internship Description**

**Organization Name:** ACCESS

**Internship Location:** 31 St. James Ave., Suite 520 Boston, MA 02116

**Required Dates:** Yes  No  If yes, internship must start on: \_\_\_\_\_ and end on \_\_\_\_\_ or  
must include the period: Summer 2010

**Housing Will Be Available to Intern:** Yes  No  If yes, housing will be free:  or  
housing will cost the student: \_\_\_\_\_

### **Expected working schedule for this internship:**

Start Time: 9:00am                      End Time: 5:00pm  
Lunch break: 30 minutes (duration)    N/A (specific time, if applicable)

**Additional Information**, if necessary: All training will be completed during the regular internship hours.

(Please indicate if any of the preparation work will take place outside of the regular work schedule)

Princeton Internships in Civic Service is administered by the  
Princeton University Class of 1969 Community Service Fund.

12 Stockton Street  
Princeton, NJ 08540  
609-921-7948, [pics@69csf.org](mailto:pics@69csf.org), [www.69csf.org](http://www.69csf.org)



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## **Organization Description**

*Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.*

A college education is the key to opportunity and economic success. Unfortunately, the rising cost of tuition and related expenses continues to keep those opportunities beyond the reach of far too many talented young people each year. In order to help students and families overcome this growing financial barrier, ACCESS is committed to providing students with the financial information and resources necessary to achieve their dream of higher education. To accomplish this mission, ACCESS provides free financial aid advice and advocacy to all the young people of Boston and Springfield, Massachusetts to help them make college a financial possibility.

Our programs work with students and their families throughout their academic career, from middle school through high school and into college, ensuring that finances never get in the way of their potential. Our efforts begin with the Community Outreach and Awareness Program in which we partner with community organizations to enhance their college access programming and reach students outside of our partner high schools. We follow that with the Senior Advising Program, which places expert financial aid advisors within high schools to work alongside school guidance counselors and teachers to offer free financial aid advice to every student through large and small group workshops and intensive one on one advising sessions. In order to reach the students and parents directly affected by the rising cost of a college education, ACCESS places Advisors at least one day a week, and in some cases as many as three, in 39 Boston high schools and 7 high schools in Springfield. Last year alone, this program served more than 2,300 students and helped them secure more than \$45 million in financial aid. This fall, ACCESS has begun to expand this program in Boston from a one year, senior-focused program into a four year, comprehensive High School Advising Program that will offer guidance and key messages about college affordability from 9<sup>th</sup> grade through graduation. For those seniors who still face a financial gap after receiving their award letters, ACCESS also provides critical, need-based Last Dollar Scholarships. And finally, with our Postsecondary Program we follow our ACCESS Scholars throughout their college careers, providing advice and support so that no financial obstacles prevent them from graduating. By serving the students directly in the schools and community organizations, as well as offering drop-in services in our new, fully-equipped Center for College Affordability, located in our downtown Boston office, ACCESS has been publicly recognized repeatedly as a valuable resource to the communities we serve. In the last three years alone, our expert financial aid Advisors have helped students secure more than \$110 million in financial aid and have awarded more than \$5 million in critical need-based last dollar scholarships. Through strategic partnerships with high schools, community organizations and local universities ACCESS has helped more than 45,000 students find an affordable path to – and through – a postsecondary education.

## **Internship Description**

*Describe in detail the work or project will do; please be as specific as possible. Please also explain the benefit that a student will obtain by interning with your organization.*

Program evaluation is essential to the success of any nonprofit. Organizations must be able to accurately monitor program impact and effectiveness not only for the sake of reporting on results, but to inform and improve program design and delivery, as well. This is especially true for growing nonprofits.

This fall, ACCESS has begun to roll out a strategic plan that will greatly expand the scope and increase the impact of our financial aid advising programs. The expansion of our school-based advising services into a four-year High School Advising Program is underway, with the piloting our 9<sup>th</sup> grade curriculum in 10 Boston high schools this year. In addition, this year, ACCESS has formed deeper, collaborative partnerships with a strategic group of 12 leading community organizations through our Community Outreach and Awareness Program, in order to increase its effectiveness and scalability. This is a marked departure from our previous method of

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program delivery, in which ACCESS Advisors would provide very top level services to more than 100 organizations across Boston. However, the most dramatic organizational shift is our expansion to Springfield that began this fall. ACCESS is very aware that the barriers to college completion faced by the young people of Springfield, and the resources provided to them, are not necessarily the same as those facing the students of Boston – as we enter this new market, ACCESS must make every effort to be sensitive and responsive to them.

As currently envisioned, next summer a Princeton Intern would have the opportunity to work closely with ACCESS's Chief Program Officer, Erin Cox Weinberg, and Program Director, Jerry Henry, as they reflect on the accomplishments of these and other organizational growth areas and look to inform and improve program design and delivery. Erin came to ACCESS after nine years of service at Jumpstart where she held a multitude of roles all focused on building and growing programs, systems, and people. As Program Director, Jerry provides programmatic leadership to the staff of Boston Advisors and has worked with ACCESS advising students in-school for the past five years. The Intern's responsibilities would include analyzing traditional input measures, such as number and quality of interactions with the young people we serve, along with newly implemented qualitative output data collection methods concerning the change in student perceptions of college and its affordability during the course of the school year. The Intern will then be able to use this information, in conjunction with reports from ACCESS Advisors on the outreach methods used in the various schools and community organizations they serve, to construct recommendations for the following school year. That said, ACCESS knows full well that an effective and rewarding internship experience can only be achieved by leveraging the talents and interests of the Intern and, as such, is very open to adjusting internship goals according to his or her particular skill set.

### **Intern Qualifications**

*Describe any particular skills, background, or qualities you are seeking in an intern.*

ACCESS's recent success has been driven as much by the quality and necessity of our programs as by the caliber and energy of our employees. ACCESS is a fast growing organization that, within the last year, has nearly doubled its office space, along with the number of its employees. Our young and diverse staff of 28, 5 of whom are headquartered in Springfield, foster a working atmosphere that encourages collaboration and innovation while maintaining a welcoming environment for students and families.

A prospective Princeton Intern should share this commitment to mission and the desire to help ACCESS achieve its vision of reaching a day when the family income of a high school student does not become the ultimate predictor of their academic potential. The Intern should have the ability to set and achieve goals and work in support of, and alongside organizational leadership while maintaining an independent workload. Interested Interns should be detail oriented, hard working and be able to analyze situations objectively and think creatively to reach solutions. Experience with working with youth and an interest in learning about the growing nonprofit sector is a plus.

ACCESS has hosted internship program many times in the past and will use this experience to work in concert with the Princeton Intern to craft a project in order to create a rewarding experience for all.

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