January 11, 2022

RE: Apprentice University Discovery Internship Program

We are pleased to announce our Discovery Internship Program for high school and post-high school students (those taking a gap year are encouraged to apply) for the Spring 2022 Session.

This is a unique opportunity to gain real work experience, build a resume, and explore possible career options. Additional information about the role is attached.

You simply need to respond via email indicating your interest in applying for an internship to the address below no later than the deadline of January 17th. Make sure to include "Discovery Internship Program" as the subject line of your email. This will begin the application process. Interviews will be scheduled as soon as possible and conducted either at Apprentice University or online via Zoom.

Please email: admissions@apprentice.university

DEADLINE: January 17th, 2022

General Information

The intern is required to gain detailed knowledge of the Apprentice University educational model, individual programs, digital badging system, courses, and the Apprentice University community as a whole. The intern will receive direction from the Marketing & Operations Apprentice under the guidance of the Director of Student Engagement, while working in direct collaboration with all Apprentice University staff. This position requires self-motivation and consistency in time management. Exercising excellent customer relations skills and professional communication is critical to the success of this position, as it is key to maintaining important Apprentice University relations with our corporate partners, current and prospective students and parents, guidance counselors, school staff, homeschool leaders, and the general public.

Responsibilities may include, but are not limited to the following:

- Interview members of the Apprentice University community (staff, instructors, students, corporate partners, alumni) for blog posts, podcasts, etc.
- Research, write, and publish blog posts
- Plan and research, design, and schedule social media posts
- Assist with design of marketing materials
- Research, write, and send email newsletters via MailChimp
- Create and organize materials for events
- Promote events via social media, email, phone calls, and text
- Create and manage events in Eventbrite
- Assist with event registration management
- Assist with podcast recordings
- Assist with video recordings
- Day-to-day office functions
- Assist in maintaining up-to-date information in the Trello CRM
- Assist with special projects and events
- Engage with the Apprentice University community via Slack and email
- Attend Informational Dinners as necessary
- Schedule and complete additional projects as needed for Apprentice University and our partners

Use of the following systems and applications may include but are not limited to:

- Trello
- Slack
- Microsoft Office (Word, PowerPoint, Excel, etc.)
- Google Workspace (Docs, Gmail, Slides, Sheets, etc.)
- WordPress
- Canva
- Zoom
- YouTube
- Miro
- Mural
- Various audio & video software applications

Key Areas of Skills Development

- Professional communications (verbal, written, meetings, etc.)
- Career orienteering
- Etiquette
- Teamwork
- Organizational skills
- Lifelong learning
- Microsoft Office
- Google Workspace
- Time management
- Digital storytelling
- Digital marketing
- Leadership
- Customer relations
- Collaboration skills
- Resourcefulness
- Agility & flexibility
- Learning strategies
- Character development
- Project management
- Resume writing
- Interviewing skills

Internship Requirements

The intern is required to work no less than 4 hours and no more than 8 hours per week. We prefer the intern work at the Apprentice University campus, but remote work is a possibility for those who live further away. Hours and days of the week are somewhat flexible, but we prefer a minimum of 3 hours of work at a time. If this presents a significant problem for the intern, we are open to discussion regarding a different schedule.

Interns are required to be enrolled and fully engaged in a minimum of 2 Apprentice University courses for the Spring Session (3 courses preferred). The classes run on Fridays only and the course schedules are attached. Those students who are not able to be live in-person on campus for classes **are not precluded** from applying for an internship. Course fees are listed on our website.

A few scholarships are available for Discovery Interns. In order to qualify, students MUST respond by the deadline via email, thoroughly complete the application, and successfully complete the interview process in order to be considered for a scholarship toward your choice of classes in the Spring.

Interns will be producing real work product and are expected to compile a portfolio of their work. Regular documentation in an experience journal and creation and consistent updating of a resume is also required.

Internship Program Dates

Start Date: Friday, January 21, 2022
End Date: Friday, May 13, 2022

Additional details will be discussed during the internship interview.