



CISNT Campus Based Internships

Campus based interns are responsible for duties that support the services to students on a designated campus, under the close supervision and direction of the Site Coordinator on that designated campus. These positions are located at multiple campuses in Denton, Lake Dallas, Lewisville, Little Elm, Northwest, and Bridgeport ISDs.

The goal of the agency's internship program is to provide interns with valuable learning experiences that are in line with the intern's college major and career goals; and to fulfill the requirements to obtain college course credit, if applicable. There are no wages, stipends or monetary reimbursements of any type paid in connection with a campus based internship. Interns are not eligible for employee benefits plans and they are not covered under the agency's workers' compensation plan. There is no guarantee of future employment with CISNT.

The duration of the internship assignment will be one college semester unless a second college semester is required by the college. The hours of intern work provided will be based upon the needs of the intern, their college/course requirements, and the needs of the business.

The minimum intern qualifications are as follows:

- Minimum of high school diploma or equivalent.
- Must be working toward bachelors or master's degree in approved field.
- Intermediate level computer skills in Microsoft Office and Excel required.
- Strong organizational, communication and interpersonal skills.
- Experience working with children and youth preferred.
- Ability to analyze data and create reports, charts and graphs.
- Multi-task oriented with ability to effectively manage and work on multiple projects simultaneously.
- Ability to work in a fast-paced environment and meet strict deadlines.
- Exhibit a commitment towards the CISNT mission.

Campus Based Interns may be assigned to perform any of the following duties depending upon the specific intern position in which he/she is placed:

- Provide Case Management services to 10 at-risk students. Case management services include, an individual needs assessment, develop and implement an individual service plan, evaluate services and reassess individual needs.
- Conduct a campus needs assessment and asset mapping.
- Facilitate one 6-week student group.
- Maintain current and professional individual case files and service log documentation.
- Develop monthly campus newsletter.
- Participate in monthly staff meetings and agency projects as they arise.
- Assist in the daily office/administrative tasks of the campus based CIS Program.