



# Outreach to Schools (OTS) Internship

*Does serving youth interest you?*



**To APPLY for this Position, email your resume to:**

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Questions? Contact OTS Supervisor  
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careersolutionsjobs.org  

**Career Solutions is currently accepting intern applications for the Outreach to Schools program. *Apply Now for Fall & Spring Semesters!***

## What is Outreach to Schools (OTS)?

Outreach to Schools is a state funded program through Career Solutions. This program places college interns in high schools in Stearns and Benton Counties to assist students in their career transitions.



A proud partner of the



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Equal Opportunity Employer and Program Provider

## Purpose of Outreach to Schools Program

- Purpose of Outreach to Schools OTS activities complement the work of existing school counselors and provide youth and families with career exploration and career counseling, college information and current labor market information.
- With Minnesota having one of the highest student to counselor ratios in the country, OTS is able to help fill part of this gap and assist the school districts in meeting the unfunded World's Best Workforce Legislation.

**Are you looking for a rewarding internship in Social Work, Education, Psychology, Counseling, Communications or a related field?**

## What does an OTS intern do?

- Work with School Counselors to conduct career exploration activities with high school students to assist in selecting a career of interest
- Provide career counseling and conduct career & interest assessments
- Provide job search assistance with job applications, interviewing, resumes, cover letters, etc.
- Provide college information to students including applications, FAFSA and scholarship searches
- Share current labor market information with youth and families including job outlook, current demand, average wages
- Assist career instructors with career classroom presentations and activities
- Contact businesses to set up job shadow opportunities
- Interns receive in depth training from Career Solutions staff and the counselors at the assigned school

## Benefits to OTS interns

- Gain a rewarding experience as you put your new skills to use in an exciting, energetic environment
- Build a network with school professionals
- Gain valuable job search and labor market knowledge while helping students, which could assist you in the future with securing your own employment
- Supervision is provided by a licensed social worker

## About Career Solutions

- Career Solutions is an employment and training agency that assists our community in building a skilled workforce.
  - For over 30 years, through career counseling, job training and business relationships, Career Solutions helps entry-level to experienced workers youth to older adults - train for and gain meaningful employment.
  - Career Solutions primarily serves Stearns and Benton counties.
  - Career Solutions offers an encouraging, supportive, upbeat and energetic work environment!
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**Earn a learning stipend** and receive mileage reimbursements for travel to schools

### Position Title

- Outreach to Schools Intern

### Desirable Skills

- Ability to work well independently with little supervision
- Assertive, self-advocate, willing to ask questions if necessary
- Engaging, positive and energetic personality

### Minimum Qualifications

- Applicants must pass a criminal background check
- Must be at least 18
- Junior or senior year of post-secondary program

### Possible Worksites: High schools in Stearns and Benton Counties

1. Albany HS
2. Apollo HS (St. Cloud)
3. Belgade-Brooten-Elrosa (BBE) HS (Belgrade)
4. ROCORI HS (Cold Spring)
5. Foley HS
6. Holdingford Sr. HS
7. Kimball Area HS
8. McKinley Area Learning Center (Waite Park)
9. Melrose HS
10. Area Learning Center: Albany-Melrose-Paynesville-Sauk Centre (Melrose)
11. Paynesville Area HS
12. Sauk Centre Secondary
13. Sauk Rapids- Rice HS
14. Tech HS (St. Cloud)

*Interns may work in a few schools.*

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“My internship at Career Solutions allowed me to see different opportunities in social work and alternative areas I could get into. I made some great relationships at Career Solutions and I still have contact with many of the people who work there. The most important piece part of an internship is networking and Career Solutions allowed me to create a huge network to utilize for years to come. During my internship at Career Solutions I realized that there are many different opportunities in the social work field than just becoming a social worker for a county. They helped me prepare to apply and eventually land a position that I love! Thank you Career Solutions for allowing me to be an intern.”

– Nick, Former SCSU Career Solutions OTS Intern

Being an OTS intern was a great experience! I enjoyed being able to learn, receive training, and go to meetings with staff from Career Solutions. I also enjoyed getting to know the students and staff at a local high school, assisting the students with career and job readiness skills.

-Trisha, Former SCSU Career Solutions OTS Intern