



### **Adult Education Intern-Student Success Counselor**

*Nashville International Center for Empowerment, established in 2005, is a nonprofit 501(c)(3) community-based organization dedicated to ensuring refugees and immigrants achieve their full potential now and for generations to come.*

#### **Title of Position: Student Success Counselor**

**Purpose:** The Student Success Counselor will assist class instruction and monitor student success in the Adult Education program. This intern will develop and execute creative ways to celebrate student achievements.

**Commitment:** 8-10 hours a week; 9 weeks

#### **Duties:**

- Learn and implement teaching strategies in an ESL classroom
- Observe, assist or lead instruction to ESL Students from beginner to advanced in a classroom setting
- Distribute, compile and analyze student goal sheets
- Coordinate with Career Coach to conduct student interview re: personal goals ● Become familiar with standardized testing procedures and assist in execution of progress testing for students
- Compile student testing data and share with teachers in efforts to target areas of improvement
- Develop lesson plans that practice test taking strategies for beginning to advanced students
- Prepare helpful english learning materials for students and teachers
- Conduct student surveys in order to evaluate program effectiveness
- Assist the adult education staff in other duties as requested

**Requirements:** This candidate must have in person availability on Wednesdays from 10am-12pm or 6pm-8pm.

**Preferences:** Familiarity with Google Suite

**Location:** Hybrid: online and onsite at ESL classrooms.

**Supervisor:** This position answers to AE Program Manager.

To apply, please fill out the Internship Application, and direct any questions to the Volunteer & Training Coordinator at [volunteer@empowernashville.org](mailto:volunteer@empowernashville.org).