

**GREATER ALBUQUERQUE HOUSING PARTNERSHIP  
INTERNSHIP PROGRAM**

**I. Student:**

Student Name \_\_\_\_\_  
Student ID# \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

**II. Duration:**

90 day Internship with the Greater Albuquerque Housing partnership starting the 21<sup>st</sup> of August 2017.

**III. Hours:**

20 hours a week.

**IV. Student Learning Goals:**

The objectives of this internship are to fully understand how a housing non-profit works. He/she will have the opportunity to work with many of the stakeholders in our organization. This includes the following: the development team, general contractors, local, state, and federal agencies, investors and lenders, local non-profit partners, property managers, tenants and the community at large.

**V. Student Responsibilities**

This position will work closely with all members of the GAHP staff. Their responsibilities shall range from canvassing properties and surveying tenants to participating in meetings with the many stakeholders and other projects that the GAHP members should need assistance in.

**VI. Supervisor Responsibilities**

- A. Training - Attendance at on-going staff meetings. Depending on whom the intern shall be paired with for the day, training will be on directed by their mentor.
- B. Feedback - Regular feedback sessions will be formally arranged to facilitate consistent supervision, guidance, and constructive criticism on a bi-weekly basis. These times should be specified and adhered to.
- C. Final Evaluation - A final written evaluation from the supervisor of the student's performance shall

**VII. Credit & Compensation**

We(GAHP) would like to make this worth Credit with your university, please inform us if there is any paperwork we need to file with your university. Compensation for this position is \$15 dollars an hour, maxed at 20 hours a week.

