



## Counseling Internship Placement Available The Foundation for Hispanic Education

Latino College Preparatory Academy, Luis Valdez Leadership  
Academy,  
Roberto Cruz Leadership Academy

The Foundation for Hispanic Education's three high schools serve East San Jose students grades 9-12. The mission of the Foundation for Hispanic Education is to provide leadership in the education of English Language Learners (ELL). We are three college preparatory high schools dedicated to serving the East San Jose community through education.

### **About our schools:**

- We are three free, public, charter high schools serving primarily Hispanic/Latinx students, grades 9-12
- Roughly 400 students at each school
- We work with TRiO, the Hispanic Foundation of Silicon Valley, Evergreen Valley College, San Jose City College, Santa Clara University, and many other community organizations to provide resources to our families and students



Latino College Preparatory Academy  
14271 Story Rd, San Jose, CA 95127



Luis Valdez Leadership Academy  
1855 Lucretia Ave, San Jose, CA 95122



Roberto Cruz Leadership Academy  
14281 Story Rd, San Jose, CA 95127

### **We are looking for interns to assist specifically with:**

- College readiness, planning, and application support
- Plan and facilitate college representative visits to the 3 campuses
- Coach students in revision of application essays, personal statements, and college supplements
- Track application and teacher recommendation submissions to meet deadlines

- Assist in calculating and communicating CSU and UC eligibility
- Review admission and financial aid offers with students and families to inform enrollment decisions
- Develop and support College Counseling workshops to engage parents
- Support 11th grade students in schedule planning, including credit recovery and achieving A-G eligibility status
- Keeping the department up to date regarding: financial aid, scholarships, applications, and admission criteria
- Supporting students in finding and applying to appropriate scholarships
- Engaging parents in the college application process and keeping them informed
- And working with the team to develop projects that align with your interests!

For more information, please contact Brittany Alvarez at [balvarez@tfhe.org](mailto:balvarez@tfhe.org) or at 408-585-5022 ext. 1002.

If you are interested in being placed at TFHE, please send your resume and a brief statement regarding why you are interested in an internship placement with TFHE to Brittany Alvarez at [balvarez@tfhe.org](mailto:balvarez@tfhe.org).