About SEO Scholars San Francisco

SEO Scholars is a tuition-free eight-year academic program that gets underserved and historically excluded public high school students to and through college - **with a 90% graduation rate.** We believe that America's economic future depends on ensuring that all students have access to higher education and a place in the professional workforce.

Professional internships play a crucial role in the college experience, particularly for first-generation students (93% of SEO Scholars) - they have a profound impact on career trajectories, creating a professional network, and bolstering college applications.

The Professional Experience Internship (PEI) Program

The PEI Program is SEO Scholars San Francisco's internship program for **rising high school seniors and incoming first-year college students**. Established in 2021 in partnership with Advent International, PEI is a four-week, paid summer internship opportunity providing **30 Scholars** with relevant, hands-on work experience and exposes them to various career fields.

4
Weeks

1:1
Professional Mentorship

$20
per hour

Transit Stipend

Professional Development

Project Management

Past PEI Program Partners

THOMABRAVO

SoftBank

DRAGONEER INVESTMENT GROUP

Altamont CAPITAL PARTNERS

K1

FARALLON ESTABLISHED 1986

Advent International GLOBAL PRIVATE EQUITY

ICONIQ

GI PARTNERS

Examples of Internship Projects

Scholars have a variety of interests - through PEI, they rank their top departments for placement. Some samples of projects within the departments are outlined below.

Operations Team
- Identify trends and potential investment opportunities through vendor data
- Assist data science team with testing models and dashboards
- Support data science team with development of machine learning training models

Marketing
- Canvas information from websites and databases to facilitate various peer benchmarking projects
- Research and track new and upcoming content
- Presentation creation both for internal and external consumption

Finance/Accounting
- Work with controller and accountants to manage cash flow and financial reporting
- Collection and processing of invoices
- Manage and update key finance database

Human Resources
- Manage all data entry in HR systems
- Preparation of training materials for training materials, scheduling and logistics of sessions, tracking employee attendance, etc.

Timeline

December 2023-February 2024: PEI Partner Recruitment

March 2024: PEI Orientation for Partner Firms and Interns Matched

April 2024: Intern onboarding materials due to SEO Scholars

June 24th: First Day of Internship

July 19th: Last Day of Internship and End of Program Symposium

How can my company host High School or first-year college interns through PEI?

Learn more about the PEI Program:
seoscholars.org/pei

Contact Lucy Rivera for more details:
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Sample Intern Schedule

Please note: This schedule is just one example of a successful internship structure. Depending on your company's size and team capacity, Scholars can also spend time across multiple departments.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Onboarding	Manager 1:1 Internship Project Overview	Meeting With Department Head Team Lunch	Weekly Team Meeting Talk + Walk / Coffee with Team Member	Project Work Time
Week 2	Training Opportunity	Manager 1:1 Project Work Time	Training Opportunity Networking	Weekly Team Meeting Talk + Walk / Coffee with Team Member	Project Work Time
Week 3	Training Opportunity	Manager 1:1 Project Work Time	Training Opportunity Networking	Weekly Team Meeting Talk + Walk / Coffee with Team Members	Project Work Time
Week 4	Training Opportunity	Manager 1:1 Project Work Time	Training Opportunity Project Work Time	Weekly Team Meeting Finalize Internship Project	PEI Symposium Breakfast End of Internship