



# THE SCHOOL DISTRICT OF PHILADELPHIA

**Title:** Intern  
**Department:** Chief Schools Office  
**Reports To:** Executive Assistant to the Chief Schools Officer

## **Job Summary**

Provides support to the Chief Schools Office. Works independently on assigned administrative projects and tasks.

## **Essential Functions**

- Creates, maintains, and enters information into spreadsheets and databases.
- Assists with updating the Chief Schools Office website.
- Sends and receives communications from Learning Networks and schools.
- Retrieves and routes incoming mail, and processes outgoing mail.
- Conducts independent research on a variety of related topics.

## **Qualifications**

- Skilled in Google Drive, Microsoft Office, and Adobe Acrobat.
- WordPress or other website experience is a plus.
- Excellent writing and editing skills.
- Well-developed organization skills with high attention to detail.
- Excellent interpersonal and communication skills; customer service oriented.
- Must be self-directed, and able to multi-task and work independently.
- Ability to maintain confidentiality.

## **Student Benefits**

- Excellent opportunity to work with multi-faceted projects.
- Learn about a variety of functions within the related departments.
- Letters of recommendation provided upon successful completion of the internship.
- Flexible weekday scheduling, 10-25 hours per week.

## **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

To apply, please send your cover letter and resume to Marille Thomas, Executive to the Chief Schools Officer, at [mfthomas@philasd.org](mailto:mfthomas@philasd.org).