

Title: Facilities and Management Services Intern

Department: Operations, Facilities and Management Services

Reports To: Administrative Supervisor

How to Apply: Interested applicants should email a copy of their resume to cmlynch@philasd.org in order to be considered. Please use the subject line <Facilities Intern Application> in your email.

Job Summary

This is a part- time position that offers a hands-on learning experience to assist the Operations Department and Facilities and Management Services Training Center. The intern will be exposed to various administrative responsibilities related to staffing and training aspects of Operations/Facilities in an urban business environment.

Essential Functions

Responsibilities include but are not limited to:

- Assists Operations/Training Center with large scale projects regarding staffing and tracking staff movements of Building Engineers and Building Engineer Trainees of the School District of Philadelphia.
- Data entry and data analysis utilizing MS Excel and Google Documents.
- Assists with scheduling and deployment of Roving Crew staff for special projects.
- Coordinates and tracks annual submissions of Building Engineer licenses.
- Coordinates and tracks daily attendance and absences of Building Engineer Trainees, including creation/coordination of Absence Control letters via the Absence Control system.
- Provides support for the ordering and assignment of Building Engineer/Building Engineer Trainee uniforms.
- Assists in updating and maintaining staff data in the Training Center's Learning Management system.
- Provides administrative support to the Training Center.
- Occasionally coordinates with inter-departmental partners to assure smooth flow of information.
- Other projects and duties as assigned.

Qualifications

- Analytical skills.
- Excellent writing skills.
- Well-developed organizational skills with attention to detail.
- Excellent interpersonal and communication skills; customer service oriented.
- Proficient in Microsoft Office and Google Docs/Sheets.

- Must be able to perform tasks independently with limited supervision.
- Ability to multi-task and handle detailed assignments.
- Ability to maintain confidentiality.

Student Benefits

Excellent opportunity to work with multi-faceted projects.

Learn about a variety of functions within the related department.

Learn to write a variety of detailed documents within the related department.

Letters of recommendation provided upon successful completion of the internship.

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.