

**Title:** Facilities and Management Services Intern

**Department:** Operations, Facilities and Management Services

**Reports To:** Administrative Supervisor

### **Job Summary**

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

### **Essential Functions**

Responsibilities include but are not limited to:

- Assists Operations with large scale projects regarding staffing and tracking staff movements of Engineering and Custodial staff of the School District of Philadelphia.
- Data entry and data analysis utilizing MS Excel/Word and Google Docs/Sheets/Forms.
- Provides support in tracking and analysis of overtime expenditures for the division.
- Assists with scheduling, deployment and tracking of Supplemental Cleaning staff.
- Monitors and tracks long term absences of Facilities employees and coordinates communications to supervisors.
- Assists in tracking absences of Building Engineers and custodial staff, including creation/coordination of Absence Control letters via the Absence Control system.
- Provides support for the ordering and assignment of Building Engineer and custodial staff uniforms.
- Maintains employee files.
- Provides administrative support to the Facilities Department, including Operations Payroll and Use of Facilities.
- 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.

**How to Apply**

Please submit a resume (cover letter optional) to [cmlynch@philasd.org](mailto:cmlynch@philasd.org)