



Title: Intern (Office of Student Enrollment and Placement)

Department: Varies

Reports To: Administrative Superior

For forward-thinking administrators and educators opportunities abound in the School District of Philadelphia. The School District of Philadelphia is committed to transforming the education opportunities it offers the city's more than 203,000 school-aged children. The District seeks District leaders who have a passion for working with schools, principals and communities and who are committed to ensuring all students achieve. Serving a population as diverse as ours requires creativity, commitment and vision. Will you join us?

Job Summary

This is a part-time position that offers a hands-on learning experience for the Office of Student Enrollment and Placement. The intern will be exposed to various aspects of Enrollment, Registration and Placement responsibilities in a large urban school district.

Essential Functions

Office of Student Enrollment and Placement

Responsibilities include but are not limited to:

- Serve as front desk support member with the Office of Student Enrollment and Placement.
- Answer phone inquiries and provide related information.
- Assist with Enrollment and Registration functions during high volume periods including but not limited to cyber charter enrollment responsibilities.
- Data entry and data analysis utilizing MS Excel and Google Documents.
- Assist with compiling and filing of information.
- Performs a variety of clerical task of limited to moderate complexity.
- Other projects and duties as assigned.

Qualifications

- Analytical skills.
- Excellent writing skills.
- Well developed organization skills with attention to detail.
- Knowledge of effective recruitment strategy is preferred.
- Knowledge of Human Resources systems preferred.
- Excellent interpersonal and communication skills, customer service oriented.
- Ability to work independently.
- Proficient in Microsoft Office and Google Docs/Sheets.
- Must be able to perform task 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 documents.
- 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.

Nondiscrimination

The School District of Philadelphia provides to all persons equal access to all categories of employment in this District, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin or handicap/disability, gender identity, or genetic information. Please refer to Board Policy 104 for further information regarding the District's commitment to Nondiscrimination in Employment Practices.

Interested candidates should contact Darnell Deans, Jr. via email at ddeans@philasd.org. Please include a resume with your email and use the subject line "Intern (Office of Student Enrollment and Placement)"