

Title: Intern

Department: Office of Teaching and Learning

Reports To: Director

Job Summary

This is a part-time position that offers a hands-on learning experience for a dedicated college student interested in a career in project management, education, or operations management.

We are seeking an energetic, responsible intern to join our team. In this 4-6 month part-time position, you will be expected to learn the systems and procedures that support School District of Philadelphia schools. You will focus on learning how our organization runs, and can be expected to gain valuable insight that can further your career goals in a range of fields.

Major Responsibilities

- Provides customer service over the phone and in-person
- Retrieve and monitor professional development attendance reports
- Perform data entry tasks by entering attendance in reports and learning management system
- Work on varied projects, subject to team priorities
- File management and maintaining organizational systems
- Maintain team calendar
- Perform research, review surveys and assist with providing data analysis reports, such as: summary of results, comparative analysis, and trends
- Set up mail merge communications for principals & new hires, utilizing Google Docs & Sheets

Required Skills

- Proficiency in Microsoft Office applications (Excel, Word, PowerPoint)
- Proficiency in Google Apps (Drive, Docs, Sheets)
- Self-starter with a high level of initiative and motivation
- Ability to collaborate effectively and be a contributing member of the team
- Demonstrates a strong desire to learn quickly to apply to work assignments
- Demonstrates creative problem solving
- Strong written/verbal communication
- Ability to maintain confidentiality
- Well-developed organization skills with attention to detail
- Customer service orientation with strong interpersonal skills
- Must be able to perform tasks with limited supervision
- Ability to multitask, prioritize deadlines, and handle complex assignments

Qualifications

- Currently enrolled in a trade school, college, or university and can provide an official transcript
- Pursuing degree in education, project management, finance, or operations management
- Able to work in-person 15 hours per week, during weekday office hours

Student Benefits

Gain valuable experience and explore career paths. Develop and refine skills. Network with professionals in the education, project management, finance, and operations fields. Excellent opportunity to work with multi-faceted projects. Learn about a variety of functions within the School District of Philadelphia.

Application Process

- Application deadline is Friday, January 14, 2022.
- Email cover letter and resume to professionaldevelopment@philasd.org, and include "OTL INTERN" on the subject line

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.