



THE SCHOOL DISTRICT OF PHILADELPHIA

Title: Intern
Department: Office of Leadership Development
Reports To: Project Manager, Leadership Development

Job Summary

Provides administrative support to the Office of Leadership Development. Works independently on assigned projects and tasks, in support of equity-based professional development for school leaders and in collaboration with staff in the Office of Leadership Development.

Essential Functions

- Maintains a variety of data indicators via spreadsheets, surveys, and other sources of information
- Summarizes data trends with support and coaching from Office of Leadership Development staff
- Supports office organization, including property inventory
- Conducts independent research on a variety of related topics

Qualifications

- Strong interest in advancing equity leadership within professional workspaces
- Proficient with Google applications, Microsoft Office, and Adobe Acrobat
- Interest in developing skill sets related to data collection, data tracking, and data analysis
- Well-developed writing and organizational skills, with high attention to detail
- Excellent interpersonal and communication skills; customer service oriented
- Must be self-directed, as well as able to multitask 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 District departments
- Flexible weekday scheduling, 12 to 25 hours per week (no nights or weekends)
- **Pay rate: \$14.25/hr**

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, Project Manager, Office of Leadership Development, at mftthomas@philasd.org, with the words "Internship Application" in the subject line.