



THE SCHOOL DISTRICT OF PHILADELPHIA

Title: Re-Engagement Center Undergraduate Intern / Peer Support Specialist
Department: Opportunity Network
Reports To: Administrative Superior

To apply for this position, please send a copy of your resume with the subject line "Re-Engagement Center Internship" to tiawilson@philasd.org.

The School District of Philadelphia is the cornerstone provider of public education in Philadelphia. For forward-thinking administrators and educators, opportunities abound. Over 131,000 students entrusted to the District arrive at school every day with an extraordinary range of needs and aspirations. We are committed to delivering on their right to an excellent public school education, and we are particularly focused on ensuring every student has access to exceptional educational opportunities. Equity is our mandate. Will you join us?

Job Summary

The Opportunity Network is comprised of district-managed and partner-managed educational options that focus on educating students at risk of or currently disengaged from school with the goal of bringing students through to high school completion in preparation for post-secondary credential attainment and/or self-sustaining employment. In total, the Opportunity Network educates more than 3,000 students each year across 19 school programs. Many students make their initial connection with those programs by visiting the Re-Engagement Center (REC).

The duties of the REC Intern support the work of REC staff by serving in both an administrative and a direct-service capacity by entering data on program activities, general administrative and office duties, assisting students and families with the initial intake process, conducting research, and contributing ideas towards program design from a youth perspective. REC Interns function primarily in the main office however there may be outside activities (i.e. community fairs, programs, conferences, etc.) that require the support of the REC Interns.

Essential Functions

- Manage the REC reception area; interact professionally with families, students, staff and other stakeholders.
- Answer REC telephones and check voicemail. Record messages and distribute to staff.
- Schedule appointments for students and parents/guardians.
- Make reminder calls for appointments; follow up with students to determine school status.
- Enter data accurately into student information systems and District data management systems to track program participation.
- Fulfill academic transcript requests.
- Assist adult students in ordering archived transcripts using the District's Student Records Information System.

- File documents and make photo copies as required.
- Participate in marketing, recruitment and community events as needed, including some evenings and weekends in the field.
- Participate in staff meetings and support elicitation of youth perspective on REC initiatives and policies.
- Conduct research on social services and programs available to students.
- Perform other duties as assigned by District staff.

Education, Experience, Skills & Other Requirements

- College Intern: currently enrolled in an accredited college or university.
- Able to obtain and pass all necessary Clearances and Background Checks in order to become employed with the School District of Philadelphia.
- The REC operates Monday-Friday all days that District administrative offices are open from 9:00am to 3:00pm. The REC Intern would be expected to be regularly available during normal business hours. The Intern is also expected to be available for limited evening and weekend hours throughout the school year.
- Effective interpersonal skills and a demonstrated ability to get along well with peers and team members.
- Operational knowledge of common computer software applications, including word processing, spreadsheets, and internet browsers.
- Demonstrated attention to detail and ability to manage multiple tasks.
- Ability to take ownership and drive activities through to completion.
- Students with community engagement or youth engagement experience are encouraged to apply.

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.

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