



Title: Part-Time Employee (Paid)

Department: Office of Talent - Employee Records

Reports To: Administrative Superior

Application Instructions: Using the Subject Line “Records Department Intern” please email a copy of your resume to the Manager of Employee Relations Mark Wheeler (mcwheeler@philasd.org).

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 administrative support to assist the Office of Employee Records. The position will be exposed to various aspects in a large urban business environment. Additionally, serves as administrative support to the overall operation in the Office of Employee Records. This position is paid hourly.

Essential Functions

Responsibilities include but not limited to:

New Hire Files

- Help prepare hard copy new hire files for scanning
- Upload new hire clearances to Clearance Tracking
- Upload vaccine cards to VacTrac

Strategic Partner Support

- Download and breakdown of Partner clearances
- Upload to Partner tracking software

Clearance Support

- Order new hire clearances
- Upload clearance renewals into Clearance Tracking

File Preparation/Batching

- Assist with batching of employee files
- Shred unnecessary files
- Performs other duties as assigned by the appropriate administrator.

Qualifications

- Analytical skills.
- Excellent writing skills.
- Well-developed organization skills with attention to detail.
- 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.
- Ability to lift up to 50 pounds
- Must be available to work on Weekends and some limited Saturday events.

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.

Minimum Requirements

- High School Diploma or GED/High School Equivalency Certificate

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.