

DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT

OFFICE OF CHARTER SCHOOLS

Job Description

Intern in the Office of Charter Schools

The Office of Charter Schools at Detroit Public Schools Community District is looking for a college or graduate intern to assist in our office. Our team of 3 full-time staff members needs someone who can assist on real projects, as well as day-to-day management tasks. Someone who can work independently with minimal supervision and enjoys taking initiative would be perfect for this role. Please email your resume and cover letter to jendayi.gardner@detroitk12.org

Duties

- Document Creation
- Event Planning and Scheduling
- Surveying
- Data Input

Requirements

- Some College or College Degree
 - Studying Business, Policy or Education a Plus
- Communication Skills
- Microsoft Office Proficiency
 - Adobe Acrobat Proficiency a Plus
- Organization
- Time Management

Time Commitment

- 15 hours per week
- 3 months, with option to extend

Compensation

- A stipend of \$600 per month

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Detroitk12.org/charters