



# Summer Intern Position

## International Community School

### Internship Description

This is an entry level position, involving routine administrative work of limited scope and responsibility, but including coordinating and monitoring phases of projects and/or programs. A limited amount of independent judgment needs to be exercised within established policies and procedures.

### Responsibilities

- Perform a wide variety of administrative activities
- Assemble materials, make reports;
- Assist in preparation for preplanning and new teacher orientation
- Assist in the development and implementation of office procedures, routines and/or planning the efficient flow of work;
- Establish contact with various personnel to assist in a variety of matters
- Use computer applications such as google docs, calendar, e-mail and database software in performing work assignments;
- Assist in the computerization of various programs
- Assist in printing, copying, cutting and laminating instructional materials.
- Assist in assembling binders for staff, office, registrar

### Requirements

- Basic fluency in English
- Strong organizational skills
- Strong computer skills

## About International Community School

The International Community School is an International Baccalaureate World School that educates refugees, immigrants and local children, and provides a rigorous and holistic education in an intentionally diverse community of mutual learners. The International Community School seeks staff and families who are committed to our vision of creating a supportive community of students, staff and parents, learning from each other and celebrating diversity among us.

### Compensation

#### TYPE

Unpaid

#### DURATION

May 20<sup>th</sup>- July 15<sup>th</sup>

2418 Wood Trail Lane Decatur, GA 30033

#### WEBSITE

<http://www.icsgeorgia.org>

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## Employer Preferences

### ALLOWED SCHOOL YEARS

High School Sophomore, Junior or Senior

Must drive or have transport arrangements to and from work

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## Contact Information

Aliya Jafri

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