



PINE FORGE ACADEMY

excellence is no accident...

Pine Forge Academy Internship (College Juniors and Seniors Only)

Essential Internship Description:

The Student Internship provides qualified students with practical work experience that compliments their academic course work, as well as course credit (if approved by the intern's college or university). It also provides Pine Forge Academy with an opportunity to involve college students in various aspects of a school system, operation and academic program. The Student Internship is designed to provide students with an opportunity to integrate theory and practice. The internship is an unpaid and varies from 6 hours to 10 hours per week, as agreed by Pine Forge Academy, Intern and college/university (if applicable). Students are able to gain valuable work experience, on-the-job training, and have an opportunity to develop a professional networking base for the future positions in education.

Project assignments may include:

- Surveys
- Data entry
- Research projects
- Case management with students
- Community outreach
- Social media development
- Project Management
- Classroom Observations
- Teacher Assistance
- Tutoring
- Etc...

The intern assignments will vary and are designed to allow students the experience of the daily operations within a school and to also meet the needs of Pine Forge Academy.

Interns must be detail oriented, organized, ability to complete projects within timelines and under minimal supervision, and proficient in Microsoft office, research methods, and technical writing. Interns are expected to keep a journal of activities to aid the in evaluation process. The progress and oversight of individual interns is monitored by the Headmaster/Principal or his /herdesignee, and will be periodically reported to the college/university to which the intern belongs.

Qualification and Selection Guidelines:

1. Age 18 or above and college Junior or Senior
2. US citizen or Lawful Permanent Resident.
3. Currently enrolled in a college or university, in good standing
4. Be able to work a minimum of six hours a week.
5. Has sufficient health insurance coverage.
6. Ability to pass a background investigation with no felony convictions or disqualifying criminal histories

Email to kbryant@myallegheenyest.com with 'resume' in the subject line. Please no phone calls.



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