



Administrative Intern

10-20 Hours/Week, Schedule Flexible

Responsibilities:

Administrative:

- Proofread documents for print and online
- Translate school documents between English and Spanish
- Work with the Administrative Assistant in record keeping of student files to standards of the Department of Human Services
- Working with the Administrative Assistant to create new promotional and comprehensive materials to be distributed

Requirements:

- Upperclassmen Undergraduate or Graduate Student
- Ideal but not required: Fluency in both English and Spanish
- Interest in Early Childhood Education or School Administration; helpful but not required
- Experience in research and data collection required

The Research and Administrative Intern must complete all required clearances listed on our Get Involved Page.

Send resume and letter of intent to Victoria at: contactanos@laescuelitapgh.org.