



FUTURE READY



Richland One Department: **Thrive Richland (paid internship)**

Summer Internship Title: **Office Assistant - 1 position per department**

Work Days: **Monday – Thursday**

Rate of Pay: **\$10.00**

Work Hours per Week: **10 - 20 hours per week (8am – 12pm) or (1 pm – 5 pm)**

Internship Timeframe: **June 12 – August 3, 2023**

Duties & Responsibilities:

Students will perform administration functions such as filing documents, attending the telephones, typing, faxing, photocopying, assist with preparing reports and presentations.

Develop and manage social media outlets (EventBrite, MS Teams, etc.)

Preferred Career Clusters:

Business Management Administration

Finance

Marketing

Other CTE Career Clusters will be considered for the position.

Internship Requirements:

- Must be enrolled in a CTE completer program at Richland One high school or Heyward Career & Technology Center.
- Must be in good academic standing with core and CTE courses.
- Must be a rising junior or senior in a CTE completer program (16 years or older).
- Must have reliable transportation.

Resumes should be emailed to Dr. Charnice Starks-Ray, Charnice.starks-ray@richlandone.org by Friday, February 3, 2023.