

MCPSS Human Resources Department

Position: Intern

Intern Location: Mobile, AL

Organization: Mobile County Public Schools

Compensation: \$7.25/hour

Department: Business Number of Openings: 2

Duration: June 1, 2020- June 26, 2020

Time Requirements: Part time; 15 hours/week

Required Academy: Information Technology/Business Management

GPA Desired: N/A

Start Date: June 1, 2020

Job Description: A student will perform various clerical related task which are not limited to the following:

- Creating Excel Spreadsheets
- Organizing Files
- Scanning Documents
- Miscellaneous Clerical Tasks

Qualifications:

- Daily and timely attendance
- Able to follow instructions
- Able to work independently with little supervision