

Administrative Internship at Easthampton High School

The intern will be working in a high school directly under the supervision of the principal. This is a great opportunity to learn about the public school system, public communication, leadership skills and management. Working in a professional setting the intern needs to be professional at all times, including speech, tone and attire. A clear understanding that confidentiality is of the outmost importance and a legal component of this position.

Duties will include:

- Updating and maintaining the school website.
 - Understanding how to use weebly.
 - Utilizing and manipulating photos and images.
 - Communicating with faculty and staff in regards to events and activities
- Helping create and send out a weekly school news update.
 - Understanding how to use Microsoft Publisher.
 - Utilizing and manipulating photos and images.
 - Communicating with faculty and staff in regards to events and activities.
- Being able to communicate verbally and in writing in a professional manner.
- Willing to help with numerous tasks such as
 - Creating schedules
 - Helping to plan events
 - Making bulletin boards
 - Taking notes at meetings
 - Helping to prepare for meetings