**SCHOOL EMPLOYER CHECKLIST**

This checklist provides a guide for a School that is interested in hiring or utilizing college interns through the PASBO INTERN CENTRAL. Interns can be a great resource to many departments in a School District needing additional assistance. School Districts are encouraged to post their intern positions in the EMPLOYMENT LISTINGS on the PASBO website so students can search for internship opportunities.

Developing an Internship Opportunity: *(Refer to Wilkes University Employer Internship Guide for additional information and tools.)*

* Identify the working supervisor who will provide guidance and feedback
* Prepare a detailed Job Description that clearly defines duties
* Determine if the position will be a paid position or an unpaid position. If the position will be paid, determine the rate of pay.
* Make arrangements for a Personal Work Area
* Plan for scheduling flexibility around classes and academic needs
* Plan to include intern in meetings/presentation to allows students to get a feel for real work environment and the intern feels he/she is a part of the team
* Allow for the intern to observe Supervisor’s duties so they can see what they can potentially be doing if pursuing this career

Legal Considerations:

* Check with your Solicitor to explore legal issues when hiring a paid or unpaid Intern
	+ Must the position be publically posted? Does the PASBO site suffice?
	+ Is it possible to work with one or two Universities and Colleges and not publically post the position?
	+ Will employee family members be permitted to apply?
* Determine if the Intern will be required to provide background checks

Where to look:

* Post the internship description on the PASBO site. You must log-in using your membership user name and password to login to list your opportunity. <http://www.pasbo.org/jobs_addnew.asp>
* Contact the career centers at your local Universities and Colleges. Don’t forget Community Colleges and Technical Institutes.

Posting an Opportunity in Intern Central:

* Provide the title of the position
* Identify the preferred Major/Field of Study (See ideas on page 2)
* Provide a description of the tasks to be completed (See ideas on page 2)
* Define the months the position will be needed and hours to be worked per week
* Indicate if the timeframe of internship is a one-time opportunity that has a specific ending date or will be recurring in multiple years
* Indicate if the position would be a paid position or an unpaid position
* Identify the County location and name of the school entity
* Provide a contact name and contact information (phone and email)

**Intern Positions Ideas**

Business Office – Business, Finance and Accounting Major

* Budget variance study
* Data entry
* Accounts payable support
* Internal audit support
* Payroll reconciliations
* Accruals

Purchasing - Business, Finance and Accounting Major

* Data entry
* Bid analysis support
* Bid preparation
* Inventory control

Technology – Computer Science, Computer Network and Business Major

* Computer imaging support
* Network support
* Web page support
* Online documentation development

Transportation – Logistics, GIS, and Engineering Major

* Route analysis and efficiency review
* Bus stop optimization
* Call center support
* Lead mechanic support – Technical Institute

Facilities – Engineering, Architectural and Construction Major

* Construction Management support
* Construction document organization
* Retro-commissioning support
* Data entry – energy, performance measures, inventory
* Building inspections and facility updates

Food Service – Culinary and Business Major

* Sales analysis
* Menu prep
* Efficiency review

Public Relations – Marketing, Advertising, Art, Journalism and Business Major

* Publication development
* Website support
* Public relations

General

* Vacation support
* Data entry
* Data base development