

STUDENT INTERN CHECKLIST

This checklist provides guidance for a college student who is interested in working for a school as an intern. Interns can be a great resource to many departments in a School District needing additional assistance.

Suggested Steps:

- Discuss with your counselor or career center if an internship at a school district would benefit your degree and future goals.
- Ask your counselor or career center if they have any partnerships with local school districts or school districts where you reside.
- Inform your counselor or career center about the PASBO (Pennsylvania Association of School Business Officials) intern portal.
- Contact your local school district and inquire if internships are available. The best way is to go to the district website and find the Business Administrator's or other Administrator's email or phone number.
- Complete your resume.
 - Include your major and field of study and what year you have completed in that field of study.
 - Provide a list of pertinent courses that have been completed.
 - Include your preferred position or department in which you would like to intern.

Items to consider:

- Determine if your internship can be paid or unpaid.
- Be prepared to discuss your availability and employment term.
- Be familiar with any specific requirements your college may have for internship experiences

Potential job related requirements:

- School employees are required to provide background checks prior to employment. Some districts exempt this requirement for short term employment and others do not. Be prepared to obtain background checks.
- Depending on the position (mostly facility related interns), you may need to climb ladders and work in areas that may not be air conditioned.

Possible School Intern Positions

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