



Henderson
233 North Stephanie Street
Henderson, NV 89074

Las Vegas: Downtown
300 North 13th Street, 2nd Floor
Las Vegas, NV 89101

Las Vegas: Southwest
7885 West Sunset Road, Suite 170
Las Vegas, NV 89113

Las Vegas: Summerlin
850 South Durango Dr, Suite 100
Las Vegas, NV 89145

Las Vegas: Sunrise
2425 North Lamb Blvd, Suite 130
Las Vegas, NV 89115

Reno: Meadowood
7530 Longley Lane, Suite 103
Reno, NV 89511

Office of Administration, Job Posting // p: 702-953-2600 // f: 702-953-2608 // www.earlycollegenv.com

Finance and Operations Intern

Based on experience/qualifications

\$10-12/hour

NO STATE/LOCAL INCOME TAX

To obtain more information on the school visit: www.earlycollegenv.com

CLOSING DATE: Open Until Filled

GENERAL PURPOSE OF THE POSITION

Under general direction, the Finance and Operations Intern serves the school by coordinating completion of a variety of general office activities and provides support to school administration, staff and specifically the Finance and Operations Director. The role supports the Finance and Operations Department within the Nevada State High School Network of Schools. This position will be located at the central office, but it will sometimes require travel to the other campuses. As such, the position will require a high degree of accuracy, timeliness, and production across multiple functions including but not limited to assisting finance and operations, processing (IT/HR/AP) requests, project support, and scheduling appointments, and overall duties, tasks, and support of the school. It is essential that any person hired for this position believe in and adhere to the NSHS mission and core values.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

1. Provides for submitting data into the school's financial database
2. Provides for organizing and filing documents
3. Provides for copying and scanning necessary files
4. Provides for assisting and attending school functions
5. Provides for assisting and/or participating in meetings
6. Provides for preparing mailing of financial bills and payments
7. Provides for preparing mailing out necessary documents
8. Provides for preparing mailing out school notices
9. Provides for assisting with reimbursement distribution
10. Provides for scheduling appointments as needed
11. Provides for running errand to and from offices if necessary
12. Provides for supporting projects within department
13. Provides for performing other duties as assigned
14. Provides for serving as an example student for NSHS

MINIMUM REQUIREMENTS OF THE POSITION

1. Ability to work 20 – 30 hours per week during weekdays Monday through Fridays
2. Ability to provide self-transportation
3. Ability to learn attention to detail
4. Ability to show knowledge of better than basic level in Microsoft Office Skills
5. Ability to show knowledge of better than basic typing and computer skills
6. Ability to show professional attire on a daily basis (casual Fridays)
7. Ability to work cooperatively with employees, students, parents, the public, and other agencies
8. Ability to answer phones and communicate professionally
9. Ability to type and create letters and emails to be sent to professionals
10. Ability to keep a clean, orderly office

QUALIFICATIONS

1. Strong desire to learn along with professional drive
2. Good academic standing with NSHS
3. Current enrollment or graduate of accounting/finance/business or related degree
4. Gold or Platinum ACT Workkeys NCRC required
5. Bilingual in English and Spanish is not required, but is a plus

HIRING PROCESS AND TIMELINE

After receiving your application documents, Nevada State High School hiring committee asks for your active participation in working to get you through the hiring process while honoring the turnaround time for each step. Please keep in mind the timeline “and” your availability when submitting your application. IMPORTANT: Only a select number of candidates will proceed to the next step in the process.

1. Application Documents: Candidates are asked to submit their documents through the network’s help ticket portal. These three documents include the following: NSHS application, resume, and a copy of transcripts and/or applicable license(s)/endorsement(s)

Please scan and submit your documents to NSHS Human Resource Dept. <http://help.earlycollegenv.com>

NO HARD COPIES OR EMAILS

Timeline: Candidates will receive a response from NSHS

2. Technical Skills: Select candidates will be given a (30 – 60 minutes) technical skills assessments.
Timeline: Selected candidates are given one (1) day after NSHS request to submit their responses
3. Phone Interview: NSHS will conduct a (15 – 20 minutes) initial phone interview with select candidates.
Timeline: Selected candidates are given one (1) day after NSHS requests to schedule a phone interview within the next two (2) to three (3) days.
4. In-person Interview: NSHS will conduct a (45 – 90 minutes) in-person interview with select candidates.
Timeline: Selected candidates are given one (1) day after NSHS requests to schedule an
5. Core Values Speech: NSHS will conduct a (15 – 20 minutes) core values speech with candidates.
Timeline: Selected candidates are given one (1) day to contact NSHS to schedule their appointment for the Core Values speech (or follow-up appointment) within the next two (2) to three (3) days.

Applicants for this internship will be evaluated on a per-semester basis and current interns will have the option to apply for a subsequent semester

Estimated timeline to complete all steps from the initial application to the core values speech will range from 9 – 14 days. Again, please keep in mind your subsequent availability when submitting your application.

REFERENCES TO EARLY COLLEGES

Learn more about the early college model by reading on Kindle the three-part series *Accelerated Success!* by Tracey K. Hurst and Patricia Uribe.

EQUAL OPPORTUNITY EMPLOYER

Nevada State High School is an equal opportunity employer and does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, color, sex, age, national origin, religion or disability.

START DATE

Nevada State High School employment may begin immediately. Initial review of applications, resumes, and questionnaires will continue regularly until filled. For details on applying, visit <http://earlycollegenv.com>.