



**Nevada State High School**  
★ Public Charter School ★

**Academics and Accountability Intern**  
**\$10-11/Hour**

**Mission:** To support students in a college environment with personal, academic, and social skills.

**Vision:** Every Student College Ready.

NSHS is a fast-growing public charter school network in Nevada hosting one central office and serving approximately 1,000 11<sup>th</sup> and 12<sup>th</sup> grade students in eight (8) locations. We continue to meet the community's demand of preparing high school students to attend college without having to take remedial coursework.

**General Purpose of the Position:** Under general direction, the Academics & Accountability Intern serves the school by coordinating completion of a variety of general office activities and provides support to school administration, staff and specifically the Academics & Accountability Director. The role supports the Academics & Accountability 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 academics and accountability, processing data, project support, 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.

**Minimum Requirements of the Position:**

1. Work 20 hours per week during weekdays
2. Provide self-transportation
3. Learn attention to detail
4. Knowledge of better than basic level in Microsoft Office Skills
5. Show knowledge of better than basic typing and computer skills
6. Wear professional attire on a daily basis (casual Fridays)
7. Work cooperatively with employees, students, parents, the public, and other agencies
8. Answer phones and communicate professionally
9. Type and create letters and emails to be sent to professionals
10. 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

**To apply:** Candidates are asked to submit the following: 1) NSHS application, 2) Resume, and 3) Transcripts and/or applicable diploma(s)/degree(s)/license(s)/endorsement(s). Please scan and submit all documents through the school's help ticket portal here: <http://help.earlycollegenv.com>. **NO HARD COPIES OR EMAILS.**

**Hiring Process and Timeline:** NSHS is an equal opportunity employer. Candidates can find the NSHS application and the hiring process here: <https://earlycollegenv.com/career-opportunities/>.

**CLOSING DATE: Open Until Filled**