



Nevada State High School

★ Public Charter School ★

Marketing and Engagement Intern

\$13-\$15/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 11th and 12th grade students in nine (9) 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 the direction of the Marketing and Engagement Director, the Marketing & Engagement Intern serves the school by coordinating completion of a variety of general office activities and provides support to school administration, staff and specifically the Marketing & Engagement Director. The role supports the Marketing & Engagement Department within the Nevada State High School Network of Schools. As such, the position will require a high degree of accuracy, timeliness, and production across multiple functions including but not limited to: Duties Tasks and Support, Assisting Marketing/Engagement, Posting on Social Media, Project Support, Scheduling Appointments. Other duties as assigned.

Minimum Requirements of the Position:

- 1) Currently enrolled at Nevada State High School
- 2) Work a maximum of 20 hours weekly from Monday through Friday
- 3) Provide self-transportation
- 4) Show a high level of attention to detail
- 5) Knowledge of better than basic level in Microsoft Office Skills
- 6) Show knowledge of better than basic typing and computer skills
- 7) Work cooperatively with employees, students, parents, the public and other agencies
- 8) Answer phones and communicate professionally
- 9) Type professional and create letters and emails

Qualifications:

- 1) Strong desire to learn along with professional drive
- 2) Good academic standing with NSHS or current college
- 3) Gold or Platinum ACT Workkeys NCRC required

To apply: Candidates are asked to submit the following: 1) NSHS application, 2) Resume, and 3) Transcripts Please 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**