



Klamath County School District
High School Internship Position
District Office-Support Staff Intern

Klamath County School District (KCSD) consists of 12 elementary schools, 2 middle schools, 2 high schools, 4 Jr/Sr high schools, 2 9-12 high schools, 1 alternative school, a community school, and a homeschool center. KCSD provides educational services to students covering over 6,000 square miles.

Internship Summary:

The District Office-Support Staff Intern will perform a wide variety of tasks. These may include the reception desk, photocopy support, computer based and hardcopy filing, special projects, and other general office functions. The intern will spend time in the curriculum office, human resources, special services, and accounting.

Primary responsibilities:

- Operating a multi-line telephone
- Computer support with various software programs
- Projects assigned by the director of curriculum

Areas of learning opportunities:

- Everyday office systems
- Telephone etiquette
- General functions of a school district or large organization
- Teaming and collegial work
- Intern will have the opportunity to self-select some aspects of this internship

Desired Skills/Qualifications:

- Excellent interpersonal skills
- Ability to work quickly and efficiently
- Work well with others
- Excellent communication skills
- Ability to multi-task
- Typing and word processing skills
- Problem solving
- Self-motivated
- Dependable
- Detail-oriented
- Fast learner

Expected hours:

- 25-30 hours/week

Student can expect:

- Be prepared to learn!
- Increased skills in multiple areas of office systems and management
- Gained experience working as a member of a team