2013 SUMMER INTERNSHIPS
for
HIGH SCHOOL AND COLLEGE STUDENTS
June 10 to July 18, 2013

The Division of Support Operations is pleased to announce that it will sponsor summer internships for Palm Beach County high school and college students. Position descriptions, qualifications and application procedures are provided below. The internship program will last six weeks operating on 10-hour shifts Monday through Thursday. Interns may receive a small stipend depending on the success of the program's fundraising efforts; however, students cannot count on this. There are numerous intrinsic rewards in becoming an intern to include learning from experienced professionals and skilled tradespersons. Worksite locations are listed with the position descriptions below. In some cases, there are multiple openings in an intern classification. Positions can also be made available for interns wishing to work at the Facilities Services maintenance compounds around the county including Belle Glade. Students are responsible for transportation to their work locations each day. Note that the Forest Hill Boulevard and Summit Boulevard locations are accessible by Palm Tran busses. Questions should be directed to Ms. Judyann Terrell at (561) 687-7170 or judyann.terrell@palmbeachschools.org.

All applicants must have exemplary behavior records. Positions are open to high school and/or college students as specifically indicated in the descriptions. To be eligible, students, high school and college, must currently be freshmen, sophomores, or juniors. High school seniors who are accepted to college may also apply. To apply for an internship, you must fill out the Student Intern Application Form obtainable April 1-30 at http://pbforms1.palmbeach.k12.fl.us/lfserver/_2310. This form must be submitted online. Applicants will also need to submit three (3) references from their teachers/professors, former employers or community leaders. The link for the Employment Reference Form (PBSO 0606) is at the bottom of the online application form. Have each person you use as a reference complete the required form; then FAX it to (561) 357-7569. Alternatively, you may scan and e-mail reference forms to ana.sanchez@palmbeachschools.org.

The deadline for applications is April 30, 2013. Depending on the submission date, applicants will receive notices April 16 or May 1 confirming that their registration form was received. The selection process involves screening the applications and references and, for finalists, a job interview. All applicants will be notified of their selection status by May 23, 2013. Email is the preferred means of communication.
Locations & Job Descriptions

**HR Certification Intern** (3300 Forest Hill Blvd., Suite A-152) **Open to high school and college students.** The intern chosen for this position must work well with the public and have good clerical and computer skills. The intern will serve as an office assistant working in a professional, fast-paced environment. Duties include, but are not limited to, greeting the public, providing customer service, answering phones, updating files, and providing general clerical support.

**Division of Support Operations Intern** (3300 Forest Hill Blvd., Suite B-302) **Open to high school students only.** This intern will perform research and writing assignments assigned by the Chief of Support Operations. The intern also provides support to the Support staff. The student intern will work at a computer the majority of the time and needs to be familiar with the Microsoft Office suite of applications.

**Environmental Sustainability ("Green") Intern** (3300 Summit Blvd.) **Open to college students only.** This intern will assist the Sustainability Coordinator with projects that may include preparations for the 2013 Green Schools Conference and the development of the Sustainability Annual Report. The student intern needs to be very familiar with the Microsoft Office suite of applications and possess strong research and writing skills. Preference will be given to students currently studying in the field of environmental sciences and/or policies.

**Environmental & Conservation Services Intern** (1400 N. Florida Mango Road) This position is based at the McKesson Building, which is just north of the airport. **Open to high school and college students.** The intern will receive training on environmental issues to include wetlands, protected species, recycling, demolitions, asbestos abatement, and indoor air quality. This position will at times involve moving materials to/from work locations; such that, the intern must be able to lift up to 50-lb loads and be willing to spend time outdoors. Preference will be given to students currently studying in the field of environmental sciences.

**Facilities Services Interns** (3300 Summit Blvd. or Belle Glade office, if desired) **Open to high school students only.** Interns will serve as apprentices to various trades such as carpentry, HVAC, plumbing, etc. in the Department of Facilities Services. Interns may also perform general office duties and other responsibilities. Applicants with shop training in their curricula are preferred.

**Information Technology Interns** (3300 Forest Hill Blvd., Suite B-257 and B-332, or 1400 N. Florida Mango Road) **Open to high school and college students.** Interns in this position will assist IT personnel in servicing equipment and maintaining software applications. They will participate in application
development and system maintenance and troubleshooting. Basic knowledge of PC hardware, peripherals, software and databases is required.

**Records Management Intern** (3300 Forest Hill Blv., Suite B-202) **Open to high school students.** The intern will assist Records Management staff with conducting a records inventory. Duties will include but not be limited to, physical review of records; customer service, data entry; and filing. This position will require lifting up to 30 lbs.

**Legal Services Intern** (3300 Forest Hill Blvd., Suite C-323) **Open to high school and college students** with preference given to pre-law coursework. The intern will serve in the Office of Chief Counsel assisting legal staff. Duties will include, but not be limited to, photocopying, filing, answering phones and, when appropriate, observing various legal proceedings. Applicants should be individuals who are looking at a career in the legal field. Computer technology skills are desired.

**Planning & Real Estate Services Intern** (3300 Forest Hill Blvd., Suite C-110) **Open to college students only.** Preference will be given to applicants with coursework in urban planning, public administration and geographical information systems. The intern in this position will assist district planners with functions that assess the need to provide new schools in diverse areas of the County. There will be opportunities to work with demographic data and governmental inter-local agreements. The student intern will assist staff members with preparing presentations and reports. The intern will also update policies and procedures and work with the school-based leasing programs. He/she will learn to read and understand title work, surveys, and how to perform property research using parcel maps and aerial photographs. Applicants must be familiar with using a computer for word processing and spreadsheets. Preference will be given to students with business curriculum interests.

**Transportation Services Interns** (3376 Summit Boulevard, West Palm Beach, Florida 33406) **Open to high school students only.** The internships are expected to be at the Central Transportation Facility, but could be arranged for any of six facilities throughout the county, if that is more convenient to the interns. Interns will receive training in basic mechanical practices for light, medium, and heavy duty vehicles to include some basic school bus repairs. The intern can also receive training in vehicle paint and body repairs. This position will require lifting up to 50 lbs and require working outdoors. Preference will be given to students currently studying in the field of automotive repair.

**Disclosures**

The Summer Intern Program seeks particularly to train students who are interested in careers in construction, facilities management, and other support functions. Our positions are appropriate for future tradespersons and professionals. Applicants who are enrolled in certain high school technical...
courses are eligible for a preference in the hiring process. The preference given will be automatic advancement to the interview stage, if the submitted application is complete. This preference will not affect other students who are invited to be interviewed. The Summer Intern Program has won two state awards. It is highly competitive, but students should not be discouraged about submitting their qualifications for review. The application, interview and selection process used mimic procedures job seekers regularly experience and will be instructive for all applicants.

The District prohibits discrimination against students, employees, and other applicants on the basis of religion, race, ethnicity, national origin, color, gender, marital status, age, parental status and disability in any of its programs, services or activities.