LOS ANGELES UNIFIED SCHOOL DISTRICT

Invites LAUSD high school students, ages 16-18
To apply for a paid summer internship in the administrative office

The role of the Board Secretariat is to serve as a liaison between the Board of Education and the general public concerning the operations of the Board of Education. The Board Secretariat staff's mission is to assist the Board Members in carrying out their duties as elected officials and to serve the public by providing information regarding Board actions and activities. The staff maintains files and official records of the Los Angeles Board of Education dating back to the 1860's.

QUALIFICATIONS

• Familiarity with...
  ➢ Word processing
  ➢ Scanning documents
  ➢ Photo and video editing programs
• Professional appearance
• Knowledge in researching methods
• Ability to interact with the public
• Be able to answer the office phone

ADDITIONAL INFORMATION

• Summer hours are flexible
• Schedule can be up to 5 days a week, 8 hours per day
• Parking in the visitor’s lot will be validated
• Pay rate: $10.50/hr.
• Resume deadline - June 19, 2017

RESUME MUST BE SUBMITTED IN ONE OF THE FOLLOWING WAYS:

1. **US Mail:** LAUSD, Work Experience Education Office, 333 South Beaudry Avenue, 1st floor, Los Angeles, CA 90017, Attn: Jose Artiles
2. **School Mail:** LAUSD Beaudry, Work Experience Education Office, 1st floor, Attn: Jose Artiles
3. **Email:** workexp@lausd.net
4. **Fax:** (213) 241-3390, Attn: Jose Artiles

For more information, please contact the LAUSD Work Experience Education Office at workexp@lausd.net or by calling (213) 241-7053