

# Internship Job Description

## Overview:

The school offers internship positions with the following purpose:

1. Contributing to the preparation of talented university students or recent graduates for the labor market by offering guided real work practice in their chosen field.
2. Facilitating recruitment of young job seekers recently graduated who have experienced and fit in the working environment of CIA FIRST and had the opportunity to prove their skills and talents during an internship in the school.

Extract of the internship policy at CIA FIRST:

1. The school offers part-time and full-time internships and trains interns accumulatively or alternatively in the following areas:
  - a. School leadership
  - b. Academic management
  - c. Administration
  - d. Accounting
  - e. IT support
2. In case of part-time the internship period shall not be less than 6 weeks with a maximum duration of 4 months.
3. In case of full-time the internship period shall not be less than 4 weeks with a maximum duration of 3 months.
4. Full-time interns will receive a monthly 75 USD food and transport allowance after 1 month very satisfactory performance.
5. Part-time interns will receive a monthly 50 USD food and transport allowance after 6 weeks very satisfactory performance.
6. It is aimed that an intern is engaged for at least 3 days into each of the aforementioned areas and is later assigned to his/her core area according to current manpower needs of the departments and secondly according to the interests of the intern.
7. At the end of each internship period the school director decides upon a monetary gratification for the intern in accordance with his/her performance, discipline and efforts shown during the internship. The gratification cannot exceed 30 USD.
8. A certificate with a short description of tasks and evaluation of performance will be issued by the department head at the end of the internship.

## Tasks and Duties

1. Administration
  - Welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries.
  - Help to deal with parents of sick children.
  - Check attendance and contact parents of absent students
  - Offer campus tour to visitors
  - Maintaining safe and clean reception area
  - Document filing
  - Support in all security and safety issues
  - Assisting in request management
  - Support to all administration employees
  - Review and update of any kinds of forms and templates
2. Accounting Department
  - Data entry
  - Assistance in writing monthly reports
  - Petty cash preparations
  - Cashier assistance
  - Support to all accounting employees
3. Academic Management
  - Data entry
  - Assistance in academic planning
  - Support in extra-curricular events
  - Attending teachers' requests
  - Supervising and correcting placement tests
  - Reception of students and parents
  - Attending minor requests by students
  - Collaboration with administration department

- Occasional replacement of kindergarten teachers and assistants
  - Support to all academic management employees
  - Review and update of faculty manual
  - Assistance in creation of Academic Standard Operation Procedures (Academic SOP)
4. IT support
- Maintenance of PCs at the computer labs
  - Assisting in IT security
  - Assisting in any kind of IT problem solving
  - Attending teachers' requests.
5. School Leadership
- Assisting the school director in all HRM issues, as
    - cv screening
    - communications to applicants
    - interviewing applicants
    - completion of the school's staff development program
    - review of job descriptions
    - creation of a staff handbook
    - review of HRM policies
    - assisting in improvement of staff motivation
    - assisting in improvement of staff communication
    - research on labor law issues
    - identification of new recruitment sources and methods
  - SIS configuration and update
  - Assisting the school director in all issues regarding the WASC self-study process
  - Assisting the school director in all strategic school development issues
  - Attending any meeting when required
  - Giving input regarding effective marketing tools
  - Improvement and update of CIA FIRST webpage
  - Administer of CIA FIRST facebook group
  - Developing ideas and events with regards to the monthly themes
  - Interpreter and translator
  - Research on competitors
  - Accompanying school director to CIAPP International School
  - Support of communication with all stakeholders

#### Skills and Qualifications:

- Proficient in English and Khmer language – writing, reading and listening
- Mind. 3<sup>rd</sup> semester university student in related field
- Team player
- Good organizational skills
- Strong customer orientation
- Excellent communication skills
- High intercultural sensibility
- Good Microsoft Office Skills
- Genuine interest in educational development

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School Director