

Office Mentorship Positions – Due March 1st

OPEN TO JUNIORS & SENIORS – ONE PERIOD ONLY

Attendance

Working with public, office work, filing, answering phones. Must learn the attendance software system. Polite phone skills a must. Microsoft Excel experience. Confidentiality a must.

Bookkeeping

Going to Central Office, run errands; deliver packages, get signatures, filing, stamp checks, sort money, interact with teachers and community members, make copies of checks, fax orders, maintain keying system, alphabetizing and organizing, roll coins, and deliver receipts.

Discipline Office

Calling classrooms for students to come to the discipline office. Filing & organizing items. Data entry using Microsoft Word and Excel. Running miscellaneous errands. Making signs for athletics. Confidentiality a must.

Main Office

Answering phones, greeting public, giving directions, sorting mail and placing it in teachers' boxes; picking up central office mail; filing, running errands on campus. Assist if requested in other areas as designated by an administrator or office staff.

Media

Shelve books, check-in and out materials, laminate, help students and teachers locate resources, put together projects for the media center, dust and clean furniture/shelves.

Health Occupations Intern

Help with filing, setting up for labs, running errands, answering the phones, making copies.

ESOL Intern

Filing paperwork, possible tutoring if applicable, making copies, setting up classes

Grading Structure: Internship duties will vary per department. Other grades include Quarterly Assignments, Journals, and Performance Reviews

Department	Number of Jobs Available
Attendance Office	16
Bookkeeper's Office	2
Discipline Office	8
Main Office	2
Media Center	8
Health Occupations	1
ESOL	2

Cartersville High School

Last

Current Grade Level: _____ **Cell Number:** _____

Email: _____

After high school are you planning to attend a four- year school? ____ Y ____ N Possible Major: _____

Indicate with a 1, 2, and 3 your top three choices for internship placement:

**Please note that if you qualify, we will do our best to accommodate your selections, but that there are no guarantees.*

- _____ Attendance Office
- _____ Discipline Office
- _____ Media Center
- _____ Bookkeeping
- _____ Main Office
- _____ ESOL
- _____ Health Occupations

Check all that apply and relate to your strengths:

<input type="checkbox"/> Enjoys lab work	<input type="checkbox"/> Works well independently
<input type="checkbox"/> Enthusiastic telephone skills	<input type="checkbox"/> Organized
<input type="checkbox"/> Trustworthy	<input type="checkbox"/> Depended on to work with minimal supervision
<input type="checkbox"/> Understands directions easily	<input type="checkbox"/> Understands confidentiality
<input checked="" type="checkbox"/> Above average student	<input type="checkbox"/> Self-Motivated
<input type="checkbox"/> Enjoys working with the public	<input type="checkbox"/> Professional
<input type="checkbox"/> Money handling experience	<input type="checkbox"/> Neat, professional appearance

Circle Computer Programs you are comfortable with:

Word	Excel	PowerPoint	Internet Search	Publisher
1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52	53	54	55
56	57	58	59	60
61	62	63	64	65
66	67	68	69	70
71	72	73	74	75
76	77	78	79	80
81	82	83	84	85
86	87	88	89	90
91	92	93	94	95
96	97	98	99	100

Signed Approval Needed:

The student's **GPA** is a **3.0** or better. _____ (Mrs. Sloan, Counselors Office)

The student has **ZERO** disciplinary actions. (Coach Demastus, Discipline Office)

The student has **ZERO** attendance/tardy problems. _____ (Mrs. Carp, Attendance Office)

Staple a typed response to the following questions to the back of this application:

Formatting: Number your responses, single space the document. First and Last Name, Date, and Position Desired single spaced on separate lines in the upper left corner.

1. What are your reasons for wanting to be an intern in the position you have indicated?
2. Name a time where you were entrusted with a particular task. Describe the situation and what you did.
3. Discuss leadership positions you have held while in High School. These can be extracurricular or within the community.