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NORTH EAST INDEPENDENT SCHOOL DISTRICT  
8961 Tesoro Dr. San Antonio, TX 78217  
[www.neisd.net](http://www.neisd.net)

EMPLOYMENT BULLETIN

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**TEACHER SUMMER INTERNSHIP**

**CHIEF FINANCIAL OFFICER – GENERAL ACCOUNTING  
USAA EDUCATORS IN THE WORKPLACE 2012 PROGRAM**

**\*\*INTERNAL ONLY\*\***

(Open to only NEISD Middle and High School Teachers)

**PROGRAM PURPOSE:**

Provide teachers exposure to a business environment and first-hand experience of workplace skills and expectations to take back to students in their classroom. Strong candidates for this program will be teachers who are committed to teaching and improving their workplace knowledge for future classroom instruction.

**MINIMUM QUALIFICATIONS:**

- Microsoft Office Skills (Excel, PowerPoint, Word, Outlook)
- Organizational Skills – Ability to adjust to multiple demands and shifting priorities in a positive, efficient and constructive manner
- Communication Skills – Strong verbal and written communication skills

**MAJOR PERFORMANCE RESPONSIBILITIES:**

- Update a variety of financial documentation and/or financial statements to support business process (Excel, Microsoft Word, and PowerPoint skills)
- Update process documentation, excel spreadsheets, and desktop procedures for improved internal controls (procedures/instructional writing skills, use of process mapping tool, Microsoft Excel skills)

**TERMS OF EMPLOYMENT:**

Work Schedule: June 11, 2012 through July 20, 2012  
Days: Monday – Friday  
Hours: 8:00 a.m. – 5:00 p.m.  
Location: 9800 Fredericksburg Road  
Dress Code: Casual dress  
Rate of Pay: \$23.00 /hour

Interested persons should submit a Candidate Contact Form (<http://www.neisd.net/HR/Applicants/documents/Candidatecontactform.pdf>) and a résumé via email to [employment@neisd.net](mailto:employment@neisd.net). Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

This Position Remains Open Until  
**March 6, 2012**  
AN EQUAL OPPORTUNITY EMPLOYER