

EMPLOYMENT BULLETIN

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**TEACHER SUMMER INTERNSHIP**  
**FINANCIAL FOUNDATIONS**  
**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:**

- Excellent oral and written communication skills
- Computer Skills – Microsoft Office, PowerPoint, Excel
- Organizational Skills – Self-starter, the ability to adjust to multiple demands and shifting priorities in a timely and constructive manner
- Discretion – Able to handle confidential information
- Customer focus and results driven
- Preferred Skills – Innovative, Coaching ability (challenging, mentoring)

**MAJOR PERFORMANCE RESPONSIBILITIES:**

- Assist in developing action plans for representative expectations
- Assist managers with project support and on-the-job training opportunities
- Y-cord with representatives (monitor phone calls to ensure high quality of customer service)
- Provide assistance and support to managers in an effort to identify opportunities or teachable moments

**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