NORTH EAST INDEPENDENT SCHOOL DISTRICT
8961 Tesoro Dr. San Antonio, TX 78217
www.neisd.net

EMPLOYMENT BULLETIN

TEACHER SUMMER INTERNSHIP

FEDERAL SAVINGS BANK – BUSINESS PERFORMANCE EXCELLENCE 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:

- English teacher preferred or someone with excellent oral and written communication skills
- Computer Skills – Microsoft Office, PowerPoint, Excel
- Organizational Skills – Self starter, the ability to multi-task competing priorities in a timely, accurate and effective manner
- Communication Skill – Strong verbal and written communication skills
- Discretion – Able to handle confidential information

MAJOR PERFORMANCE RESPONSIBILITIES:

- Assists in the coordination of research, analysis, and implementation of new member correspondence to include: letters, emails, forms, alerts, and other correspondence for multiple systems and products
- Assist in the research, analysis and implementation of projects for the banks
- Composes standard to complex messages in accordance with prescribed policies, procedures, ad regulations
- Composes standard to complex communication for employees
- Assist in requirements for training employees for new initiatives introduced in the bank

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. Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed.

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