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

EMPLOYMENT BULLETIN

TEACHER SUMMER INTERNSHIP

IT PROJECT EXECUTION – PROJECT MANAGEMENT
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:

- Bachelor's degree or equivalent work experience
- Two years teaching experience in Management Information Systems or related fields
- Microsoft Office, Excel, PowerPoint
- Business Acumen
- Collaboration (Team Building)
- Communication
- Public Speaking
- Organization, Planning and Innovation
- Adaptability (Agility)
- Drive for results

MAJOR PERFORMANCE RESPONSIBILITIES:

- Participates in variety of planning, execution, and delivery methods in support of IT projects
- With supervision, leads a small project and acquires working knowledge of managing risk by using established project management processes to address execution challenges associated with quality, schedule and cost
- Will begin to understand the Project Management Core Competencies and recognize how project activities contribute to achieving strategic business goals and operational objectives
- Uses tools and techniques that may include process engineering and software delivery methods to increase overall project success

- Actively participates in the development of project plans related to schedule, budget, scope and resources
- Understands each project's critical path activities and contributes to risk management efforts on the project and consistently seeks creative alternatives to project challenges
- Contributes to the process to define project plans and project deliverables

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.

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