

EMPLOYMENT BULLETIN

TEACHER SUMMER INTERNSHIP

**PROJECT DELIVERY DEVELOPMENT ENVIRONMENT
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
- Project Management
- Process Engineering
- Software Analysis, Testing and/or Development
- Business Administration, a plus

MAJOR PERFORMANCE RESPONSIBILITIES:

- Participates in the evaluation, planning and execution of technical business solutions
- With supervision performs either technical or project management work assignment and participates in problem resolution to support team members and deliver solutions
- Assist with process analysis, project management and software implementation activities
- Assist with project planning, status, and reporting activities
- Contribute to internal process improvement initiatives
- Assist with special projects as needed

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