

Internship Basic Information

Title: Intern

Effective Date: Ongoing

Agency: Department of Workforce Services, Office of Child Care

Status: Unpaid

Hours: 10 – 15 hrs. /week

Minimum Education: Undergraduate Student (Junior or Senior)

Degree Major Preference: Communications, Design, Elementary Education, English, Human Development and Family Studies, Humanities

Task Description:

This internship position supports the professional development team at the Office of Child Care. The professional development team writes, designs and updates curriculum used to teach early childhood educators statewide. Tasks may include, but not be limited to:

- Formatting curriculum by electronically transferring existing curriculum documents into an updated format using an established style guide
- Creating clear document titles and organizing documents electronically
- Redesigning documents for clarity
- Light editing of curriculum for typographical errors
- Compiling updated images for use in curriculum
- Researching articles or media to be used in an updated curriculum
- Summarizing course evaluations to highlight main points of feedback for use when curriculum is rewritten

Skills and Knowledge:

- Familiarity with Microsoft Office Suite and Adobe Acrobat DC
- Competent using Microsoft Word formatting and design tools
- Competent using Microsoft PowerPoint formatting and design tools
- Ability to communicate information clearly in writing
- Ability to manage time effectively to complete projects