

# United States Jobs Expertini®

## Internship

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Company: Arizona Official Website of State of Arizona

Location: United States

Category: other-general

### **Job Summary:**

The ideal candidate is pursuing a bachelor's degree and building a strong academic record. Our goal is for the intern to gain a comprehensive understanding of the Charter Board's role and the various issues impacting charter schools.

Interns play a crucial role in supporting and planning with the Assistant Director of Strategic Development (ADSD) in various projects aimed at driving positive change for the Charter Board and the schools it authorizes.

This position may be available for remote work within Arizona

### **Job Duties:**

- Assist in organizing and facilitating project meetings, including preparing meeting agendas, documenting meeting minutes, and tracking action items
- Support project planning and scheduling by creating and maintaining project timelines and deliverables
- Assist in coordinating and managing project activities under the guidance of the ADSD
- Assist in review and analysis of data as needed
- Prepare and edit correspondence, reports, and presentations as needed
- Work within a customer-oriented environment
- Review, analysis, planning, and execution of internal and external policies

### **Knowledge, Skills & Abilities (KSAs):**

#### **Knowledge:**

- MS Office, Google Suite, and other productivity tools

- Project management tools

### **Skills:**

- Strong verbal and written communication skills
- Organization and time management
- Analyzing and interpreting data to draw conclusions
- Collaboration & teamwork
- Problem-solving

### **Abilities:**

- Critical thinking
- Meticulous attention to detail
- Work in a fast-paced environment

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