

Summer AERO Student Intern Job Description

The Summer AERO Student Intern reports to the Executive Director of the AERO Institute. Responsibilities include, but are not limited to, program coordination and implementation, research, clerical tasks, and advocacy. The Student Intern will contribute to the overall functionality of the offices and assist staff with office and facility tasks as necessary. As a paraprofessional representative of the AERO, the Student Intern possesses a high level of responsibility to maintain superior standards of professionalism. The Student Intern upholds the mission and goals of the AERO Institute and the respective functions and programs to promote the interests of the education, research and workforce communities. The Director will assign specific responsibilities and areas of concentration. The Intern may work directly with any AERO staff.

Student Interns must have completed their first year of college education. They are paid stipends ranging between \$10.00 and \$15.00 an hour depending upon education and experience. These positions will begin as the successful candidates are available at the completion of their university semester/quarter/session. Work schedules are generally 24 hours per week. Work hours are scheduled Monday- Friday between the hours of 7:30AM to 5:00PM. Special events may require some evening hours.

The **Learning Outcomes** of the Student Intern position are transferable skills that will be valuable to the Intern beyond his or her work at the AERO. These skills include:

- **Service:** Assists with clerical duties and provides coverage at the reception desk. Presents a positive image of self and of AERO to visitors; Assists all visitors to the AERO facility with courtesy and professionalism.
- **Responsibility:** Attends work promptly; Performs tasks accurately and to the best of his or her ability. Understands what is expected of her or him while on duty clarifying expectations as necessary. Manages aspects of the facility and is responsible for the safety of all visitors.
- **Teamwork:** Works closely and effectively with directors, fellow interns, and staff.
- **Leadership/Management:** Communicates individual and group performance expectations and provides honest, constructive feedback; Plans effectively; Sets and meets goals; Fosters collaboration; Empowers self and others.
- **Autonomy:** Enforces policies and rules; Takes initiative; Displays sound decision-making skills; Solves problems to the best of his or her ability and seeks help when necessary.
- **Cultural Competence:** Strives to become an educated and inclusive member of the education, research and workforce community and aims to foster those values through programming, collaboration, and daily activities; Steps outside of her or his comfort zone and works to be an advocate for all programs.

Apply by sending your résumé with references to jobs@aeroi.org. First consideration will go to those résumés received by May 6, 2011.