

# Henry Johnson Academy & College Job Description

<b>Today's Date</b>	10/06/2019
<b>Job Information</b>	
<b>Job Title</b>	Business Management Intern
<b>Responsibilities &amp; Duties</b>	Tired of fast food or factory jobs? Or need a site for your college internship? The Henry Johnson Academy & Center is seeking business management interns to assist our staff. We're willing to train the right person. Duties will include: assisting with the planning and coordination of school board meetings, scanning paperwork, making phone calls, making copies, filing paperwork, and all other duties as assigned. This unpaid training is 16 weeks. College students will receive college credits if desired. Located in Euclid, Ohio. May lead to a paid position.
<b>Required Qualifications</b> (specific knowledge, skills, competencies, abilities, years of experience, training)	Knowledgeable of Microsoft Word
<b>Preferred Qualifications</b>	One year of Office Administration (not required)
<b>Anticipated Schedule</b> (Days of Week, Hours per Day, Schedule)	Approximately 10 hours per week. Days and times are flexible.
<b>Preferred Student Major</b>	Business or Office Management preferred but all majors are welcomed to apply
<b>Company Information</b>	
<b>Company Name</b>	Henry Johnson Academy & Center
<b>Company Description</b> (nature of business)	A second chance high school and mental health counseling center
<b>Job Location</b> (address where work will be performed)	291 E. 222 Euclid, OH 44123
<b>Position Reports to:</b>	Dr. Angela Isom, Director
<b>Supervisor's Contact Phone Number</b>	(216) 592-8521
<b>Supervisor's Email Address</b>	henryjohnsoncenter@gmail.com
<b>As part of the employment selection process, our company requires:</b>	<u> X Background Check</u> <u> X Drug Testing</u> <u> X Employment Reference Check</u>