



Cultural Academy for the Arts & Sciences

Tilden Educational Campus

5800 Tilden Avenue

Brooklyn, NY 11203

Phone: 718-968-6630 Fax: 718-968-6635

"Providing equal access to success under an umbrella of support"

Sanatha Alexis – Principal; Halley Tache - AP; Marissa Olivieri-AP; Preston Graham - Community Schools Director

Date Posted: 3/14//2024

Deadline: 3/29/2024

POSITION: School Office Intern

LOCATION: 5800 Tilden Avenue, Brooklyn, N.Y. 11203

ELIGIBILITY REQUIREMENTS: Applicants must:

- Maintain a cumulative average of at least 80%
- Maintain an attendance rate of at least 90%
- Satisfactory academic progress in every class.
- Submit cover letter and resume
- Submit two recommendation letters

DUTIES/RESPONSIBILITIES: Provide administrative support including but not limited to data entry, making photocopies, taking inventory, restocking supplies, organizing classroom materials, updating bulletin boards, etc.

- Other support duties as assigned by Supervisor

SKILLS NEEDED:

- Excellent English reading and writing skills
- Strong interpersonal and communication skills
- Working knowledge of MS Office (Word, Excel, PowerPoint)
- Patient and creative personality

WORK SCHEDULE: Up to three hours per work day Monday through Friday and some evenings, and Saturdays are possible.

PAY: \$15.00 an hour

APPLICATION INSTRUCTIONS: Applications must be completed and submitted on or before March 29, 2024, via this link in order to be considered for the position.