

Student Internship – Mayor’s Intern Fellow Program (Range H21/JTC HS1 – Non Exempt

GENERAL SUMMARY: On campus part-time employment for students participating in Dallas Mayor’s Intern Fellow Program. Assignment will vary by location, based on campus needs. Must be mature, responsible, organized and be able to pay attention to details.

PHYSICAL REQUIREMENTS:

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS: Students must be at least 16 years old and able to work in the US. Must have at least a 3.0 (85) cumulative GPA and a solid attendance record at their high school. They must be a sophomore or a junior at any Dallas public or charter high school. No specific work experience required. ****Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ****

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