

2026 Syracuse University Summer Internship Program School of Education Office of Academic and Student Services Job Description

Student intern(s) will:

- Receive an introduction to the School of Education Office of Academic and Student Services
- Shadow School of Education employees in their day-to-day operations
- Learn about how the School of Education Office of Academic and Student Services works with other departments at the university
- Learn about and be held to workplace expectations including, but not limited to:
 - Arriving on time
 - Reporting to a supervisor
 - Following directions
 - Being held accountable to colleagues and supervisors

Summer 2026: All student interns will earn \$16.00 per hour worked. The position will begin on July 1 and run until August 7. Students will work Monday through Thursday from 8:30 a.m. to 3:30 p.m.

Student(s) will work in the following location:

**School of Education
150 Huntington Hall
Syracuse, NY 13244**

Responsibilities are specific to location, but may include:

- Being trained in best practices for School of Education team members
- Word processing, maintaining documents, and updating paperwork
- Managing files and recording information
- Working collaboratively with faculty and staff
- Assisting with event coordination
- Additional duties, as needed

Required Qualifications:

- A good candidate for the job is eager to learn, a good listener, and able to work independently once they are given the tools and direction to do so
- The ability to read, write, follow instructions, and communicate clearly

Other Requirements:

- Operation of necessary equipment in relation to job
- Wear work appropriate dress (no denim, shorts, open-toe shoes, etc.)