

## 2022 SU Summer Internship Program Fact Sheet

### I. Program information

The SU Summer Internship Program provides the opportunity for students enrolled in the Syracuse City School District Career and Technical Education (CTE) program to gain valuable on-site work experience in their chosen field. Syracuse University's partnership with the SCSD CTE program and CNY Works offers paid positions across a number of disciplines as a part of the Summer Internship Program. Two SCSD Field Supervisors are in place to assist with student transportation to worksites, to provide meals (as some qualify for lunch program) and to assist if they have another barrier or challenge. Prior to the start of the program, students must complete the onboarding process through CNY Works and a program orientation at Syracuse University. Students must also provide proof of full round of COVID-19 vaccination (two doses and booster).

- a. Program start date: July 5
- b. End Date: August 12
- c. Rising high school seniors (SCSD Class of 2023)
  - i. Enrolled in Career and Technical Education (CTE) program
  - ii. Must be **fully vaccinated** as of June 13, 2022

### II. Student shifts & hours

- a. Shifts are proposed Monday-Thursday; 8:30-3:00
  - i. Hours may vary by SU department and/or student intern duties
- b. Pay rate is \$12.50/hour

### III. Job Descriptions & Interviews

- a. SCSD CTE Program interviews and selects student candidates using department-specific job descriptions & criteria
  - i. Each participating SU department will provide more specific job descriptions where appropriate

### IV. Program Orientation & Training

- a. Onboarding paperwork and "pre-orientation" conducted by CNY Works at their office as a requirement for employment completed by June 20
- b. Program Orientation the week of June 27 at SU for 2-hour paid program orientation on campus
- c. Departments may conduct their own trainings/orientation sessions where appropriate

### V. Students must...

- a. Be an incoming high school senior enrolled in SCSD CTE program
- b. Be selected by SCSD to represent the CTE program
- c. Complete all necessary intake paperwork and pre-orientation with CNY Works by June 20
- d. Be **fully vaccinated** as of June 13
- e. Complete SU Program Orientation the week of June 27
- f. Arrive for first day of program on July 5; all students must complete full internship

## SCSD CTE Summer Internship Job Description for Syracuse University Wellness:

All CTE student interns will:

- Receive an introduction to the department
- Shadow Syracuse University employees in their day-to-day operations.
- Learn about how the department works with others 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

All CTE student interns will earn \$12.50 per hour worked. The position will begin on July 5<sup>th</sup> and run until the week of August 12<sup>th</sup>. Students will work Tuesday through Thursday from 8:30 a.m. to 2:30 p.m. Students will work in one of the following locations:

- Barnes Center at the Arch

Job Responsibilities for Wellness CTE student interns:

Responsibilities:

Specific to location, but may include:

Clinic – They will be rooming patients with a review of allergies, medication, past medical/surgical history, social history and a review of their current symptoms/reason for visit. They will assist with in-office procedures such as sutures, female/male health procedures, IUD/Nexplanon insertion and more. They will be show how to collect swabs for strep, flu and Covid, as well as fingerstick testing for blood sugar and mono.

Laboratory – They will observe blood draws, assist with instructing students on how to collect urine specimens and perform a variety of rapid testing (including mono, blood sugar, strep, flu, Covid-19, urine pregnancy and urinalysis). They will be shown how to enter test results and communicate test results to providers.

Administrative – They will be shown how to navigate the electronic health record for documenting at the appointment, documenting lab results, scheduling appointments and messaging nurses/providers when students call. They will be shown how to check students in for their appointments, as well as how to answer multi-line phones.

Other – They may have the opportunity to spend some time in Medical Records to see what happens there, as well as tour our pharmacy and connect with our nutritionist.

Required Qualifications:

- Learning Pathway: Health Professions
- someone who is motivated to learn and fully understands confidentiality;
- someone who can handle injuries and illness with maturity and compassion

Physical Requirements:

- On daily basis standing, bending, stooping, walking, and lifting up to 50 pounds.
- Tools/Equipment:
  - Will be required to learn to operate and clean a variety of equipment.
  - Will be required to wear work appropriate dress (no denim, shorts, open-toe shoes, etc.)

## SCSD CTE Summer Internship Job Description for Syracuse University Marketing Positions:

All CTE student interns will:

- Receive an introduction to the department
- Shadow Syracuse University employees in their day-to-day operations.
- Learn about how the department works with others 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

All CTE student interns will earn \$12.50 per hour worked. The position will begin on July 5<sup>th</sup> and run until the week of August 12<sup>th</sup>. Students will work Tuesday through Thursday from 10:00 a.m. to 3:00 p.m. The students will work in one of the following locations:

- Nancy Cantor Warehouse (350 W. Fayette St.)
- Syracuse University Campus locations

Marketing CTE student interns:

- Responsibilities:
  - Specific to location, but may include:
    - Contribute to the creative video team-helping to tell the digital stories of the University, its students, staff, faculty and alumni while holding to the brand standards established by the division and its partners.
    - Assist in various multimedia/photo/strategy/digital projects throughout the department.
    - Help with various video creation roles, pre-production, logistics, and in-house and/or on-location production and filming. Potential to help with project management, strategy, etc.
    - Support the work of the SU Video /Photo team, this includes but is not limited to, conducting research and writing reports in partnership with Producer for future video projects and general office work.
    - Contribute new ideas for possible video and/or social media projects during weekly team meetings.
- Required Qualifications:
  - Learning Pathway: Media Communications
  - Good written communication skills, proficient in grammar, punctuation and spelling.
  - Understanding of basic video production and development, from concept to execution.
  - Ability to work as part of a team, receptive to feedback and eager to learn.
  - Solid time management skills a must.
  - Ability to work independently, in a variety of environments.
  - Enthusiastic about storytelling.
- Physical Requirements:
  - On daily basis standing, bending, stopping, walking, and lifting 15-30 pounds.
- Tools/Equipment:
  - Will be required to learn to operate and clean a variety of equipment.
  - Will be required to wear work appropriate dress (no denim, shorts, open-toe shoes, etc.)

## SCSD CTE Summer Internship Job Description for Syracuse University WAER Media Position:

All CTE student interns will:

- Receive an introduction to the department
- Shadow Syracuse University employees in their day-to-day operations.
- Learn about how the department works with others 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

All CTE student interns will earn \$12.50 per hour worked. The position will begin on July 5<sup>th</sup> and run until the week of August 12<sup>th</sup>. Students will work Tuesday through Thursday from 10:00 a.m. to 3:00 p.m. The students will work in one of the following locations:

WAER

795 Ostrom Ave #2945

Syracuse, NY 13210

WAER Media CTE student interns:

- Responsibilities:
  - Specific to location, but may include:
  - Writing and editing content on our website
  - Research ideas for local news stories and sources
  - Learn basic audio editing techniques
  - Create social media messages
  - Shadow reports in the field to learn journalism basics
  - Additional duties, as needed.
- Required Qualifications:
  - Learning Pathway: Media Communications
  - 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, and follow instructions; and communicate clearly.
- Physical Requirements:
  - On daily basis standing, bending, stopping, walking, and lifting 15-30 pounds.
- Tools/Equipment:
  - Will be required to learn to operate appropriate equipment.
  - Will be required to wear work appropriate dress (no denim, shorts, open-toe shoes, etc.)

## SCSD CTE Summer Internship Job Description for Syracuse University Newhouse Recruitment Team Aide Position:

All CTE student interns will:

- Receive an introduction to the Newhouse School
- Shadow Newhouse Recruitment Team employees in their day-to-day operations.
- Learn about how recruitment, admissions and retention efforts support the academic mission of the Newhouse School and Syracuse 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

Students will work Monday through Thursday from 9:00 a.m. to 3:30 p.m. Students will work in the following locations:

- Newhouse Visitors Center

Job Responsibilities for Recruitment Team Aide student intern:

Responsibilities:

- Prepping materials for visitors
- Data analysis (excel and online database) of visit impact
- Organizing materials, giveaways, etc. and creating a records database
- Front desk coverage. Greeting visitors, answering phones, giving directions, etc.

Required Qualifications:

- Learning Pathway: Business Technology
- The ability to read, write, and follow instructions; and communicate clearly.
- General knowledge of excel, email, phone etiquette

Physical Requirements:

- Will be required to wear work appropriate dress (no denim, shorts, open-toe shoes, etc.)

## SCSD CTE Summer Internship Job Description for Syracuse University Newhouse Dick Clark Studios Engineering Aide Position:

All CTE student interns will:

- Receive an introduction to the Newhouse School
- Shadow Newhouse Studio employees in their day-to-day operations.
- Learn about how video engineering and studio operations support the academic mission of the Newhouse School and the ACC Network.
- 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

Students will work in the following locations:

- Studios A-E
- Production Control Rooms 1-3
- Central Equipment Room
- Voice Over Booths 1-3
- Scene Dock

Job Responsibilities for Engineering Aide student intern :

Responsibilities:

- Specific to location, but may include:
  - Assist in operations and maintenance of the audio/video systems in the DCS
  - Troubleshoot signal paths
  - Clean, check and install cabling
  - Assist in new equipment installation

Required Qualifications:

- Learning Pathway: Media Communications
- The ability to read, write, and follow instructions; and communicate clearly.
- General knowledge of camera operations

Physical Requirements:

- On daily basis standing, bending, stooping, walking, and lifting up to 50 pounds.

Tools/Equipment:

- Will be required to learn to operate a variety of electronic tools and equipment.
- Will be required to wear work appropriate dress (no denim, shorts, open-toe shoes, etc.)

## SCSD CTE Summer Internship Job Description for Syracuse University Media Relations Positions:

All CTE student interns will:

- Receive an introduction to the department
- Shadow Syracuse University employees in their day-to-day operations.
- Learn about how the department works with others 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

All CTE student interns will earn \$12.50 per hour worked. The position will begin on July 5<sup>th</sup> and run until the week of August 12<sup>th</sup>. Students will work Tuesday through Thursday from 10:00 a.m. to 3:00 p.m. The students will work in one of the following locations:

- Nancy Cantor Warehouse

Media Relations CTE student interns:

- Responsibilities:
  - Specific to location, but may include:
  - Be trained on media monitoring and outreach platform to assist in creating media lists and researching members of the media for team members.
  - Assist members of the social media team within media relations to develop ideas on how to engage followers and research new ways of reaching our intended audience
  - Brainstorm pitch ideas with the members of the media relations team.
  - Join team members for campus outreach and media training with faculty and staff
  - Join team members for visits to local media outreach, press events and on-campus filming
  - Additional duties, as needed.
- Required Qualifications:
  - Learning Pathway: Media Communication
  - A good candidate for the job is someone who is eager to learn, a good listener, and able to work independently once they are given the tools and direction to do so.
- Physical Requirements:
  - On daily basis standing, bending, stopping, walking, and lifting 15-30 pounds.
- Tools/Equipment:
  - Will be required to learn to operate appropriate equipment.
  - Will be required to wear work appropriate dress (no denim, shorts, open-toe shoes, etc.)



## SCSD CTE Summer Internship Job Description for Syracuse University Food Service and Communications Positions:

All CTE student interns will:

- Receive an introduction to the department
- Shadow Syracuse University employees in their day-to-day operations.
- Learn about how the department works with others 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

All CTE student interns will earn \$12.50 per hour worked. The position will begin on July 5<sup>th</sup> and run until the week of August 12<sup>th</sup>. Students will work Tuesday through Thursday from 10:00 a.m. to 3:00 p.m. The students will work in one of the following locations:

- Schine Student Center (2 locations)
- Eggers Snack Bar
- Drumlins (Restaurant and Communications)

Food Service CTE student interns:

- Responsibilities:
  - Specific to location, but may include:
    - Setting up counters
    - Serving customers
    - Clean and prepare ingredients
    - Be familiar with products and ingredients used in menu items
    - Observe safety and health regulations and maintain highest standards of sanitation
- Required Qualifications:
  - Learning Pathway: Culinary
  - The ability to read, write, and follow instructions; do simple math; use a calculator, food thermometer, and communicate clearly.
- Physical Requirements:
  - On daily basis standing, bending, stopping, walking, and lifting 15-30 pounds. Must be able to work with dust, fumes, and solvents daily.
- Tools/Equipment:
  - Will be required to learn to operate and clean a variety of equipment.
  - Will be required to wear work appropriate dress (no denim, shorts, open-toe shoes, etc.)

## SCSD CTE Summer Internship Job Description for Syracuse University Facilities Positions:

All CTE student interns will:

- Receive an introduction to the department
- Shadow Syracuse University employees in their day-to-day operations.
- Learn about how the department works with others 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

All CTE student interns will earn \$12.50 per hour worked. The position will begin on July 5<sup>th</sup> and run until the week of August 12<sup>th</sup>. Students will work Tuesday through Thursday from 8:30 a.m. to 2:30 p.m. Students will work in one of the following locations:

- Auto Garage
- Grounds/Athletic Fields Maintenance
- Machine Shop
- Electronics Shop
- Carpenter Shop
- Welding Shop

Job Responsibilities for Maintenance CTE student interns:

Responsibilities:

- Specific to location, but may include: diagnosing issues and forming plans for fixing them, cleaning and replacing parts, assisting trades-people as needed

Required Qualifications:

- Learning Pathway: Various Professions
- The ability to read, write, and follow instructions; and communicate clearly.
- General knowledge of maintenance operations

Physical Requirements:

- On daily basis standing, bending, stooping, walking, and lifting up to 50 pounds.
  - May work around dust, fumes, and solvents
- Tools/Equipment:
  - Will be required to learn to operate and clean a variety of equipment.
  - Position may require work boots

## SCSD CTE Summer Internship Job Description for Syracuse University Department of Public Safety Positions:

All CTE student interns will:

- Receive an introduction to the department
- Shadow Syracuse University employees in their day-to-day operations.
- Learn about how the department works with others 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

All CTE student interns will earn \$12.50 per hour worked. The position will begin on July 5<sup>th</sup> and run until the week of August 12<sup>th</sup>. Students will work Tuesday through Thursday from 10:00 a.m. to 3:00 p.m. The students will work in one of the following locations:

Department of Public Safety

005 Sims Hall

130 College Pl.

Syracuse, NY 13244

Department of Public Safety CTE student interns:

- Responsibilities:
  - Specific to location, but may include:
  - Be trained on best practices for DPS office members.
  - Word processing, maintaining documents, and updating paperwork
  - Managing files and recording information
  - Working collaboratively with DPS office members
  - Assisting with event coordination
  - Additional duties, as needed.
- Required Qualifications:
  - Learning Pathway: Law Enforcement
  - 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, and follow instructions; and communicate clearly.
- Physical Requirements:
  - On daily basis standing, bending, stopping, walking, and lifting 15-30 pounds.
- Tools/Equipment:
  - Will be required to learn to operate appropriate equipment.
  - Will be required to wear work appropriate dress (no denim, shorts, open-toe shoes, etc.)

## SCSD CTE Summer Internship Job Description for Syracuse University Academic Affairs Office Positions:

All CTE student interns will:

- Receive an introduction to the department
- Shadow Syracuse University employees in their day-to-day operations.
- Learn about how the department works with others 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

All CTE student interns will earn \$12.50 per hour worked. The position will begin on July 5<sup>th</sup> and run until the week of August 12<sup>th</sup>. Students will work Tuesday through Thursday from 10:00 a.m. to 3:00 p.m. The students will work in one of the following locations:

Office of Academic Affairs

Crouse-Hinds Hall, Suite 500

900 S. Crouse Avenue

Syracuse, NY 13244-2130

Academic Affairs Office CTE student interns:

- Responsibilities:
  - Specific to location, but may include:
  - Be trained on best practices for Academic Affairs office 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:
  - Learning Pathway: Business Technology
  - 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, and follow instructions; and communicate clearly.
- Physical Requirements:
  - On daily basis standing, bending, stopping, walking, and lifting 15-30 pounds.
- Tools/Equipment:
  - Will be required to learn to operate appropriate equipment.
  - Will be required to wear work appropriate dress (no denim, shorts, open-toe shoes, etc.)