

Date: March 16, 2010

Hours: Flexible, beginning as soon as possible or in June

Pay: \$7.25/hour

Description: Internship at local educational company

The intern will assist in our production of an elementary level mathematics workbook. The intern will be responsible for creating actual content per guidelines given and formatting in a "pleasing to the eye" format using Microsoft Word. Other responsibilities may include working one on one tutoring elementary age students, office work, and office organization. We are looking for the following qualities in our ideal candidate:

Minimum of Algebra 1, Geometry, and Algebra 2 (AFM or above is a plus). All A's in math classes preferred but will consider applicants with all math grades at a solid B level and above. Two semesters of Computer Applications with grades of B and above. Prefer someone who is interested in teaching and education. Good typing skills required.

Interested students should must submit a resume and cover letter. The cover letter should detail the math and computer applications courses taken with their grades. Please indicate reason why this position interests you, indicate any experience and/or interest in teaching or education. Also include any experience in the arts / graphics / use of color, etc. that illustrates your ability to create content that is pleasing to the eye.

This internship will be paid on a 1099 basis (this means no workers compensation and any taxes are the responsibility of the intern). Hours can begin immediately or wait until June. You will be working out of our Apex office and there will be another intern working there for a different company (Portal Strike Productions).

Interviews will require a basic math test (elementary school level mathematics) as well as the ability to "create" mathematical problems - for example: Create 2 different subtraction word problems at the 1-2 grade level that presents subtraction in two different ways and you will be asked how to break down complex topics such as adding two fractions with unlike denominators into easier to understand pieces.

If interested, please sign-up below to be considered for an interview.

Name/phone number/email address
