Position: Operations Intern  
Location: Connecticut  
Type: Part-Time (School Year)

The Relay Connecticut Operations Intern will play an integral role in supporting our faculty and office operations as we plan and execute class logistics, certification tracking and processing, test preparation, recruitment, admission and enrollment processing. As a detail-oriented and organized team player, the Operations Intern will be given the opportunity to learn how our efficient and strategic Operations team supports our cutting-edge graduate and certification programs. The intern will be managed by the Director of Operations, and will also work with various faculty and staff members within our region.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Flawlessly execute logistical aspects of Relay programming, including but not limited to: materials inventory, materials purchasing, photocopying, and data entry
• Manage class session logistics, ensuring faculty and students have everything needed to maximally learn and engage in sessions
• Manage the execution and logistics for content Saturday events, including but not limited to: creating and sending invitations, tracking attendance, creating name tags and programs, diploma distribution, and event set up and clean up
• Play a supporting role in managing Student Admissions, Class Sessions, Student Support, Recruitment
• Represent the Relay Connecticut region and respond to student requests and needs
• Support the Director of Operations with administrative tasks, which include but are not limited to, data input and tracking, office management and communications

QUALIFICATIONS

First and foremost, the Operations Intern must share the team’s sense of urgency about the need to improve student achievement through phenomenal teacher and school leader training. Additionally, candidates for the position must have the following:

• Must be at least a rising sophomore (Fall of 2017) or greater in a post-secondary institution
• Must have a reliable car
• Must be able to work on most Tuesday nights (4:00 P.M.-7:00 PM)
• Must be able to work some Saturdays (8:00 AM-1:00 PM)
• Experience managing execution of logistics and project details
• Strong writing skills and high level of aptitude with Microsoft Office applications (specifically Word, Excel, and PowerPoint)
• Meticulous organizational skills
• Ability to work effectively, intensely, and within an entrepreneurial environment
• A demonstrated passion for urban education and closing the achievement gap
• Demonstrated ability and willingness to work long hours until a task is completed
• A robust sense of humor

ABOUT US

The Relay Graduate School of Education (Relay) is a national, accredited, nonprofit institution of higher education whose mission is to teach teachers and school leaders to develop in all students the academic skills and strength of character needed to succeed in college and life. Now serving more than 2,000 teachers in 12 sites and 400 leaders nationwide, Relay is eager to bring about transformational change in educator preparation. Relay is committed to using practice and feedback to become the place where a new generation of continuously improving, results-focused individuals can fulfill
their destiny in the world’s greatest profession. For more information, please visit the Relay website (www.relay.edu) or follow Relay on Twitter (@RelayGSE) and LinkedIn (http://rly.gs/2qrba).

COMPENSATION
Relay offers a competitive salary on an hourly basis.

APPLICATION INSTRUCTIONS
Interested applicants should email sofosu-ameyaw@relay.edu with a resume and cover letter.

Relay Graduate School of Education provides equal employment opportunity for all applicants and employees.