



Overview: The Learning Lab at Portland Adult Education (PAE) serves as a space for students to use online tools and support from staff to learn English, study for the HiSET and ACCUPLACER exams, and learn about college and careers. The lab serves students of many different languages at various learning levels and enables students to learn at their own pace.

Job Title: Learning Lab Coordinator Intern

Job Posting: PAE is offering a paid summer internship opportunity for a student or member of the PAE community. This internship runs from June 18, 2018 through August 17, 2018. The internship is 25 hours/wk, including 2 weeks of paid training. The rate is \$14/hour with no benefits. **Work authorization is required for this position and must be valid to apply.**

Internship Responsibilities:

- Serve as one of two interns to coordinate summer learning in the lab
- Maintain a safe and productive working environment for PAE students' levels whether for English language acquisition or high school equivalency/ ACCUPLACER preparation
- Provide leadership for and manage a group of volunteers
- Help students navigate to websites that best match their learning objectives
- Provide English language support as needed
- Maintain lab equipment and space
- Maintain accurate records of student lab use in Time Station program
- Manage student use of Rosetta Stone, USAlearns.org, HiSET Academy, and other sites
- Submit final report to include data demonstrating summer lab use patterns and membership numbers
- Troubleshoot technology issues independently

Required Skills:

- Excellent customer service skills with an ability to navigate the internet and use a variety of English language and test preparation websites
- Sound organizational skills and an ability to multi-task and problem solve
- Strong working knowledge of Google/Google Docs/MS Word and Excel
- Ability to work productively on a team with one other intern and volunteers as well as independently

Preferred Skills:

- Familiarity with ESOL Levels Literacy-ESOL 5 or HiSET/ACCUPLACER
- Working knowledge of resume design and cover letter content
- Multilingual (working knowledge of Arabic, French, Spanish, Swahili, is a plus)
- Ability to fix basic computer problems is a plus
- Working knowledge of Rosetta Stone, usalearns.org, and/or HiSET Academy is a plus

To Apply: Please send cover letter and resume to: adulted@portlandschools.org by **June 1, 2018**.

Subject Line: Learning Lab Coordinator Intern