

**POSITION DESCRIPTION**  
**Independent School District 77**  
**Mankato, MN 56001**  
**Community Education Department Internship**

**Duration:** Season Year (Month - Month)

**About Us:** Mankato Area Public Schools Community Education is committed to providing programs and services that matter to our community, staffed by highly qualified teams of individuals dedicated to meeting the needs of each learner. Our mission is Excellence, Equity, Empowerment. Every student, Every day.

**Position Overview:** We are seeking a passionate and dedicated Intern to join our \_\_\_\_ team for the \_\_\_\_ academic or summer term. This internship offers the opportunity to gain hands-on experience in program development, instructional design, and student engagement strategies. The intern will work closely with our \_\_\_\_ program leadership team and contribute to impactful projects that support our mission.

**Key Responsibilities:**

- Assist in the development and implementation of instructional materials
- Conduct research on trends and best practices and offer recommendations
- Assist in the delivery of daily programming for students and professional development for staff.
- Analyze student feedback and program data to inform improvements
- Collaborate with leadership team members to achieve program goals

**Learning Objectives:**

1. **Curriculum Development:** Understand the principles of curriculum design and instructional material creation in academic and non-academic settings. Learn how to develop engaging and effective educational content tailored to diverse learning needs.
2. **Research and Analysis:** Develop skills in conducting research on trends, methodologies, and best practices. Learn how to analyze data and feedback to inform program improvements and decision-making.
3. **Student Engagement:** Understand strategies for engaging and motivating students. Learn how to create inclusive and interactive environments that foster student participation and success.
4. **Project Management:** Enhance your project management skills by assisting in the planning and execution of programs and events. Learn how to coordinate tasks, manage timelines, and collaborate effectively within a team.
5. **Professional Development:** Improve your communication, teamwork, and problem-solving skills. Gain exposure to a professional environment and learn how to navigate the complexities of work culture.

**Qualifications:**

- Pursuing or have an interest in degree in Education of Human Service field
- Strong written and verbal communication skills
- Proficiency in G-Suite
- Creative thinking and a keen eye for detail

- Ability to work independently and as part of a team
- Ability to pass a criminal background check
- Ensure availability to commute to the assigned work site as required

**Hours:** Set by direct supervisor, typically M-F with required day and evening hours.

**Compensation:** Current MN minimum wage

**How to Apply:** Complete application through Mankato Area Public Schools  
<https://www.isd77.org/careers>