
High School Summer Intern – Print Shop (2 Positions)
(July 7 – August 29, 2025)

LOCATION: Wayne-Westland Community Schools Print Shop
REPORTS TO: Supervisor of Communications
COMPENSATION: \$15 per hour
POSTING DATES: May 27, 2025 - Until Filled

Wayne-Westland Community Schools is located in the metropolitan Detroit area, between Ann Arbor and Detroit. Our staff provides the very best educational opportunities for approx. 10,000 students from Westland, Wayne, Canton, Livonia, Garden City, Dearborn Heights, Inkster, and Romulus. The Wayne-Westland Community School district is comprised of ten elementary schools (K-5), three middle schools (6-8), and two high schools (9-12). We also have an early childhood center, an ultra-modern facility for career/technical training, an alternative high school, and a thriving online program.

The dynamic environment throughout the school district illustrates that when a school and community work together, extraordinary results occur. Our school district promotes high expectations for success and provides students with a safe, caring and nurturing environment.

QUALIFICATION REQUIREMENTS: to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABOUT THE POSITION

Wayne-Westland Community Schools seeks a motivated high school student to join our Print Shop team as a summer intern. This is a great opportunity to build hands-on experience in a professional setting and learn more about print production. **This internship is a paid opportunity and offers valuable experience for students interested in careers in graphic design, printing, or office operations.**

ELIGIBILITY

High school students or graduating seniors who have completed a William D. Ford Career-Technical Center course or have prior experience working in the district's print shop.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *other duties may be assigned*

- Using the spiral binding machine to finish printed materials
- Boxing and organizing completed orders for delivery
- Learning how to operate the district's poster printer
- Checking and organizing incoming print jobs
- Assisting with other print shop tasks as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Reliable and responsible student with good attention to detail
- Ability to follow instructions and work both independently and as part of a team
- Interest in learning and gaining real-world work experience
- Must be eligible to work in the United States

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, this employee is frequently required to move around the District and occasionally remain in a stationary position. The employee will be required to operate a computer and other office productivity machinery. The employee may be required to lift up to 50 pounds.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The print shop will be hot in the summer. Casual attire is acceptable; however, all interns must adhere to the school district's code of conduct regarding professional appearance. The following items are not permitted: open-toe shoes, crop tops, or short shorts. T-shirts are acceptable as long as they are appropriate for a school setting. The noise level in the work environment can range from quiet to moderately loud. The employee is frequently required to interact with staff and occasionally with the public and is required to travel to other locations throughout the District.

TERMS OF EMPLOYMENT:

The hourly pay rate is \$15 per hour and the weekly hours are 15 hours per week.

APPLICATION PROCEDURE:

Apply online at <https://www.wwcsd.net> or come to the Human Resources Department to access the online application system.

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and to not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.