

**Thornton Township High School District 205  
Summer Internship (Intern)**

**TITLE:** Summer Intern

**LOCATION:** District Office

**REPORTS TO:** Associate Superintendent

**QUALIFICATIONS:**

1. Current high school graduate or college student enrolled in an accredited institution of higher education.
2. Minimum cumulative G.P.A. of a 3.0 or higher.
3. Demonstrated positive conduct with a satisfactory disciplinary record.

**PREFERRED SKILLS**

1. Demonstrated leadership experience through school, community, or extra-curricular activities.
2. Strong organizational and time management skills.
3. Effective written and verbal communication skills.
4. Ability to collaborate and work effectively in a team environment.
5. Ability to take initiative and complete tasks independently when needed.
6. Proficiency in basic computer applications such as Microsoft Office Suite.
7. Interest in leadership development, student governance, and educational administration.

**COMPENSATION**

This is an hourly position with the following wage structure:

- **High School Graduate:** Minimum Wage
- **College Student:** \$20.00 per hour

**WORK SCHEDULE AND DURATION**

This is a temporary summer position scheduled from **June 1, 2026, through July 31, 2026**. Work hours will be determined in coordination with the Associate Superintendent and may vary based on the program needs, meetings, and scheduled activities related to the Student Board of Education.

**NATURE OF POSITION**

The Summer Intern will assist the District 205 Student Board of Education with daily operations and activities associated with their elected positions. The primary focus of this role is to support the development and organization of a comprehensive manual for the Student Board Leadership Retreat (SBLR) and assist with planning and preparation for the retreat.

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**DUTIES AND RESPONSIBILITIES**

Responsibilities may include, but are not limited to, the following:

- Assist with planning and coordination of the Student Board Leadership Retreat (SBLR).
- Support the development, organization, and formatting of the SBLR manual and related materials.
- Coordinate and schedule speakers, presenters, and workshop sessions for the retreat.
- Assist in the planning and implementation of leadership workshops and team-building activities.
- Provide logistical and administrative support for Student Board of Education initiatives and meetings.
- Assist with preparing meeting agendas, materials, and documentation as needed.
- Support communication and coordination among Student Board members and district staff.
- Participate in and assist with the facilitation of meetings and activities associated with the Student Board of Education.
- Attend and support the implementation of the Student Board Leadership Retreat to help ensure the program's success.
- Perform other duties as assigned by the Associate Superintendent.