



The School for Ethical Education
326 West Main St., Suite 204 Milford, CT 06460

Paid Internship to support Integrity Works! Integrity PSA Program

The School for Ethical Education (SEE) is a non-profit teaching agency that provides training and programs for character and ethics education. SEE uses the strategies of teacher training through in-service or college courses, district and school wide consulting and program administration to implement character education. SEE does not discriminate based on age, sex, race, religion, national origin, marital status, or handicap.

This internship is a part-time position in support of SEE's Integrity Works! public service announcement (PSA) video program and is 100 percent dependent upon grant funding or donations. Hiring preference will be given to upper classman and graduate students in college business marketing, communication or video production majors.

Job Description

The Integrity Works! intern's responsibilities will support the Director to: 1. Help market and administer a Connecticut PSA contest in support of academic integrity, 2. Continue development of the project's data base with specific attention to email contacts for high school principals and English teachers, 3. Disseminate information about the program by mailings (electronic and traditional) and school visits, 4. Recruit teachers at target schools to participate in the program, 5. Track all contacts made for assessment of outreach, 6. Assist in communication between the Director and project schools, 7. Develop marketing materials, 8. Help recruit professional videographers as project judges, 9. Solicit gift bags from regional vendors for PSA contest winners, 10. Help organize and host a year-end celebration of PSA winners, and 11. Write final report for agency and funders, and 12. Other duties as assigned.

Founder

John Winthrop Wright

Work Hours and Location

Program work will be conducted primarily from SEE's offices in Milford. The days and hours are flexible (average 12 hrs/week) and will be arranged with the Director and in coordination with other intern schedules. Interns turn in a weekly timecard and will be paid at a rate of \$TBA/hour with a maximum 400 hours from September to May 27. By accepting this position, applicants agree with all reasonable confidence that they will complete the project employment through the end of May and reserve and attend the agency's annual celebration dinner on the first Wednesday evening in May. There are no additional financial or leave benefits associated with this position. Dress code is considered business casual.

Application

Applications are available at SEE's website—www.ethicsed.org and should be completed and forwarded to Dr. David Wangaard at—dwangaard@ethicsed.org

