

Mississippi Governor's School Communications Internship

Remuneration: Varies based on hours worked and prior experience. Payment will be made on the last day of the program and is subject to applicable deductions.

Conditions of Employment:

- 1) Interns may not have any other commitments during the employment period, except as approved by the Director.
- 2) Interns are typically on duty for some hours between 7:00am and 10:00pm, depending on the day.
- 3) Duties are assigned by the Director
- 4) Interns must complete program training.
- 5) Alcoholic beverages and drugs will not be allowed.
- 6) Personal visitors are not allowed without the permission of the Director.
- 7) Duties may include:
 - a. assisting staff with day to day operations,
 - b. general administrative tasks,
 - c. assisting with evening planning,
 - d. maintaining social media,
 - e. tracking media coverage (newspaper clippings, etc.),
 - f. assisting with recreational activities,
 - g. assigning staff for the distribution of materials to classrooms,
 - h. driving van and/or chaperoning field trips, etc.,
 - i. serving as a liaison to faculty,
 - j. assisting with weekend checkouts,
 - k. assisting with room assignments for faculty,
 - l. serving as a liaison to faculty who are living in the residence halls,
 - m. ensuring that residential faculty clean before final move-out, and
 - n. other duties as assigned.
- 8) If scheduling permits, Interns may be allowed one or more "off days" per week but are still responsible for attending any scheduled meetings and any scheduled evening activity assigned. An off day is not guaranteed.
- 9) Violation of any condition of employment may result in immediate dismissal. Pay will be pro-rated on the basis of days worked.

Please remember that as an MGS Intern, your primary responsibility is ensuring the safety and well-being of the MGS scholars.

