



2019-20 School Year
NON REPRESENTED VACANCY
AS OF 9/5/19

<i>Position</i> Site / Hours / Salary / Work Year	<i>Additional Information</i>
MEDIA AND COMMUNICATION INTERN Districtwide School days only 12 – 16 hours per week \$15.00 per hr Through June 30, 2020	Under the supervision of the Superintendent, assist in expanding the school district's efforts to publicize its innovation and achievements through social media, production of video content, and other web content, as well as assisting in preparations for professional development workshops and related events. Requirements: Sophomore or higher standing in college, working towards a Bachelor's Degree in communications, marketing, or a related field Enrollment in an internship program for academic credit through an accredited school OPEN UNTIL FILLED

Salary Schedules and Job Descriptions are available at www.carmelunified.org / Human Resources page. If offered a position with the District, Candidates must complete a TB Assessment Form and fingerprint clearances. The District will provide more information to new hires.

In-house candidates are given first consideration for all vacancies. In-house applications are available at www.carmelunified.org / Human Resources page, or at the District Office, 4380 Carmel Valley Rd, Carmel, CA 93923. In-house applications should be submitted to Fran Garza / Human Resources.

HOW TO APPLY

All interested candidates must apply on Edjoin (except In-House candidates – see above) A link to Edjoin is available at www.carmelunified.org / Human Resources page; left sidebar

Required additional materials:

- Letter of Introduction
- Resumé
- 3 Letters of Recommendation

Please do not contact CUSD for assistance attaching your documents to your Edjoin application, see Edjoin support information below.

Edjoin Support: Edjoin has a Frequently Asked Questions Link which answers many of your questions. Or you may contact Edjoin for assistance at 1-888-900-8945 or edjoinhelpdesk@sjcoe.net
Questions? Geri Simmons, Human Resources gsimmons@carmelunified.org or 831-624-1546 x2016

Carmel Unified School District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity of expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics