Internship Opportunity

Instructional/Assessment Design and Social Media

The Pennsylvania State Education Association (PSEA) is a union representing the labor, policy and professional interests of over 178,000 members. Most PSEA members are public school employees. PSEA also represents employees in charter schools, private schools, colleges and universities, correctional facilities and health care institutions, retired employees, and students preparing for employment in education or health care. PSEA is the largest labor union in Pennsylvania and has been an advocate for public education, children, and our members’ professions since 1852.

The successful applicant will work with staff in the Education Services Department to support PSEA’s professional learning and teacher-candidate membership program. This in-person position will work in Harrisburg, PA. The ideal candidate will have knowledge of instruction and assessment design and fluency on standard social media apps. Prior experience and interest in online learning and strong interpersonal, computer, and writing skills are plusses. Candidates with literacy and/or DEI content knowledge may find this work of particular interest. This position is well-suited to rising seniors or recent graduates of teacher preparation programs with some training in assessment design and experience with online learning.

Intern Projects:

1. **PSEA Center for Professional Development**: Using Moodle and related software, the intern will help staff create online postgraduate courses by expanding and enhancing existing course content, developing new course content, and writing assessment questions based on existing content. The work may include the development of a member engagement plan that includes social media and print publications. The intern may develop additional materials related to teaching and learning issues and/or materials to promote the PSEA Center for Professional Learning.

2. **Student PSEA Program Development**: The intern will help Student PSEA develop and distribute recruitment, organizing, and informational materials for several print and social media platforms. This includes assistance with developing online learning content for Student PSEA members and may include helping to film, edit, and produce digital content.

Intern Job Responsibilities:

- Gain an understanding of PSEA’s Structure, Mission, Vision, Values and Goals.
- Complete PSEA-focused projects as described above.
- Engage with PSEA staff, leaders and members as assigned.
- Become proficient on apps and software systems, as appropriate.
- Assist in preparing informational and instructional materials.
- Take notes and memos during meetings; type documents, drafts, and reports; sort and manages files as needed.
Review content for inclusion on PSEA’s online professional learning system.
Help film, edit, and produce digital content.
Organize digital files and content, including Google and Microsoft Office files.
Shadow PSEA positions and train in a variety of tasks as assigned.

**Term:** Late-May through Early August  
**Time Commitment:** 35-40 hours/week average  
**Stipend Amount:** $17.00 per hour  

**Intern Qualifications / Skills:**
- Knowledge of instructional design and assessment and rubric development, specifically in online learning environments
- Excellent written and verbal communication, including for social media
- Organization and planning skills
- Membership-focused professionalism
- Problem solving orientation with attention to appropriate detail
- Proficient skills in Microsoft Office Suite, online learning systems, and social media apps
- Experience in online learning that includes a history of taking online (not hybrid) courses
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- The ability to create sharable graphics is helpful but not necessary
- Prior union knowledge preferred

A resume and cover letter should be submitted to jobs@psea.org no later than **March 21st**.

Virtual interviews will be held on March 30th.

For more information about PSEA, visit our website at [www.psea.org](http://www.psea.org).