

# APPENDIX G:

## Sample Learning Focused Job Descriptions for High School Students

### **Position: Product Assistant**

**Location: New York, New York**

**Term: 6 week internship**

**Start: July**

About Us: XYZ Company is a leading global provider of technology solutions for clinical research. Our clients include: pharmaceutical companies; biotech, diagnostic and device firms; and academic medical centers. We are seeking an interns to assist our Product team with software development, product management, business analysis, product-usage dashboards and other projects.

#### **Through this internship, you will:**

- Learn about software development
- Learn about how product management and business analysts help lead engineers
- Learn about how usage metrics drive business decisions

#### **About You:**

- Interest in technology and business concepts
- Strong analytical skills and an ability to work with concepts and numbers
- Ability to communicate effectively and efficiently—both oral and written
- Curious and a quick learner

### **Position: Finance Analyst**

**Location: New York, New York**

**Term: 6 week internship**

**Start: July**

About Us: XYZ Company is an international language school with translation and TESOL (Teaching English to Speakers of Other Languages) training services. We are looking for an intern to support our Finance department.

#### **Through this internship, you will:**

- Learn about accounting best practices and database management
- Learn the key elements of invoicing, as well as how to document wire and credit card payments
- Learn how to conduct audits and produce financial reports

#### **About You:**

- Interest in accounting, finance or economics
- Possess at least an intermediate level of Microsoft Excel
- Excellent analytical skills
- Curious, highly motivated and resourceful