

NORTH SUBURBAN CABLE COMMISSION INTERN PROGRAM

PURPOSE OF THE PROGRAM

The purpose of the intern program is to provide professional experience for post-secondary students majoring in video production, public administration, information systems technology or management, or radio-television engineering while assisting NSCC/NSAC staff in the production of municipal video programs, the operation and maintenance of the Institutional Network, the maintenance and repair of video production equipment, or cable franchise or municipal telecommunications administration.

GENERAL APPLICANT REQUIREMENTS

Recent or current enrollment in a post-secondary educational institution with significant course work completed in video production, public administration, information systems technology or management, or radio-television engineering.

An appropriate faculty or staff member of the student's educational institution must provide a written recommendation.

A grade point average equivalent to a B or better is preferred. A current transcript will be required prior to beginning the internship.

The applicant must be available to work a minimum of 10 hours per week, with preference given to those who have flexible hours Monday through Friday and are available for as-needed evening and weekend assignments. The weekly work schedule will be based on NSCC's needs and the applicant's availability.

The applicant must be familiar with computer word processing and spread sheet programs, must have a good written and spoken command of the English language, and must have good interpersonal skills.

SPECIALIZED REQUIREMENTS

Video Production: Must have the ability to lift and carry 50 pounds a distance of 100 yards, be able to accurately identify shades of color and have no significant loss of hearing or sight. Must have a valid drivers license.

Information Systems:

Television Engineering:

LENGTH OF INTERNSHIP

Eligibility will be reviewed during each academic term for the following academic term. "Academic term" is defined as (a) Fall Semester – approximately the months of September through December; (b) Winter/Spring Semester – approximately the months of January through May; and (c) Summer Semester – approximately the month of June through August.

The maximum time period of an individual student internship is twelve (12) months. An extension may be granted if suitable and qualified applicants are not available to fill the designated number of intern positions during that term.

COMPENSATION

Undergraduate -- \$5-10/hour
Graduate -- \$7-12/hour

Mileage will be reimbursed at the current IRS rate.

ACCOMMODATION

Reasonable accommodation will be made for students whose skills or aptitude exceed their physical or sensory ability.