

Central Nine Career Center
Greenwood, Indiana 46143
MEMORANDUM

TO: Central Nine Career Center Governing Board
FROM: Michelle Davis, Director of Adult Education
DATE: 05/04/2017
SUBJ: Executive Summary – Add Security Officer Internship, Business Management Internship, Adult Education Data Internship, and Adult Education Internship Positions to Adult Education, Part time Positions, May 22, 2017 – Aug 18, 2017

Description:

The three Internships are current positions being paid through the Adult Education Grant funding, therefore they are not new positions, just new titles. The past two summers, Adult Education has hired several college students to help tutor and provide assistance to our students as well as work in our office doing a variety of jobs. By changing the titles and partnering with University of Indianapolis, Valparaiso University, Wittenburg University, Ball State University and IUPUI along with Indiana's Commission of Higher Education(CHE), the Internships can be partially funded by CHE. As well as allow the College students to gain a college credit for their work in the Summer Internship. All of the college students are currently employed by Adult Education, therefore I will NOT be hiring anyone new.

1. Security Officer Internship : Dillon Dallas, 20 hours per week, \$15.00
2. Business Management Internship : Stephanie Davis, 12-15 hours per week, \$12.75
3. Adult Education Data Internship: Alisha Jongeling , Darren Pittman 20–25 hours per week, \$12.75
4. Adult Education Internship: Josh Clifford, Sierra Sanchez, 12-20 hours per week, \$11.59