



25 April 2024



# PIMOSH 2024 Summer Internship Program

## Student Applicant Acceptance Letter

Dear 2024 Intern Applicant,

People Involved Motivating Our Students Higher (PIMOSH) is thrilled to offer you a summer internship position within the class of 2024. We were impressed with your enthusiasm, experience and qualifications for our organization's mission. We believe you are a match

Your start date will be on **Tuesday, June 4, 2024**, and will operate from a range of locations, including Charlotte Mecklenburg School facilities, Foundation for Carolinas, remote computer-based platforms (utilizing a hybrid approach), UNCC - Woodward Hall's Department of Computing and Informatics, and potentially other planned locations.

The onboarding process kicks off with a comprehensive background check conducted through CMS and UNCC, followed by the completion of essential paperwork. Subsequently, interns participate in the PIMOSH 2024 Orientation and Training session at the Foundation for the Carolinas, designed to facilitate a seamless transition into the program.

Please indicate your acceptance of this offer by signing and returning this letter by Monday, April 29, 2024. Should you have any questions or require further clarification, please do not hesitate to reach out to us at 980.429.GRAD (4723) or Toll Free: 1.844.4.PIMOSH (746674). We eagerly anticipate welcoming you as a valued member of the PIMOSH team.

Respectfully,

Patrina Reddick, MSW

Co-Founder & Executive Director  
The PIMOSH Network

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Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Yes, I accept this offer and will begin the background check process immediately.

\_\_\_\_\_ Yes, I accept this offer, but have another internship this summer. I will begin the background check.

\_\_\_\_\_ No, I will not be accepting this offer, but would like to know about future opportunities



Phone.

1.844.4.PIMOSH (74667)



Email.

info@pimosh.net



Location.

Charlotte, NC - USA

# PIMOSH @ Charlotte-Mecklenburg Schools

## Background Check Policy and Instructions

According to Charlotte Mecklenburg Schools (CMS) and PIMOSH policy, all adults aged 18 and above must undergo a comprehensive background check and receive clearance before they are eligible to work with PIMOSH students through the PIMOSH Pupil Revival Project or Out-of-School Tutoring (OSTT).

Here's a quick guide through the background check process - Use the following steps to ensure a smooth onboarding process (if you have not done so already):

Visit [www.cmsvolunteers.com](http://www.cmsvolunteers.com) and follow these instructions:

1. Under the partner organization dropdown menu, select "PIMOSH Network."
2. In the school choice dropdown menu, choose "Partner Team/Volunteer" and remove any other schools listed. **\*\*This is a paid position, not a volunteer position!**
3. Ensure that the information you provide matches what you submitted on the background check form.
4. Double-check that you've filled out every section; leaving anything blank could cause delays. Please don't delay; get this process started now!

Background checks typically clear within 24-28 hours. Once your background check has been cleared and PIMOSH has received your acceptance letter, you will receive a welcome email containing more information about the program and a specific details about the list of important dates.

**Note:** PIMOSH programs operating at the University of North Carolina Charlotte (UNCC) Campus, sponsored by the College of Computing and Informatics (CCI) at Woodward Hall, must undergo an additional background check process. The Office of Risk Management and Insurance, overseen by the UNCC Office of Legal Affairs, is responsible for the Minors on Campus Program.

The Minors on Campus Program empowers PIMOSH to ensure that Background Checks are Done on All Authorized Adults. Additional information will be provided once acceptance letters are in and CMS Clearance has been established.



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# PIMOSH 2024 Summer Internship Program

## Student Applicant Potential Roles & Responsibilities

### Leadership Roles:

- **Project Lead:** Responsible for overall project management, including planning, scheduling, budgeting, and risk management.
- **Design Lead:** Responsible for overseeing the app's design, including user experience, visual design, and accessibility.
- **Development Lead:** Responsible for overseeing the app's development, including coding, testing, and deployment.

These roles could also include: Accessibility, Performance, Security and Testing.

### Team Member Roles:

- Data Analyst
- Data Collection Specialist
- Focus Group Facilitator
- Implementation Coordinator
- Interviewer
- Program Evaluation Specialist
- Program Platform Developer
- Quality Assurance Tester
- Survey Coordinator
- User Experience (UX) Researcher

More details about each team leader and member are available during the PIMOSH 2024 Summer Internship Program Orientation and Training starting May 20, 2024. This list may change and develop over time based on skill sets of actual interns, but helps us to guide your roles, responsibilities, as we move forward.



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# PIMOSH 2024 Summer Internship Program

## Student Stipend Policy and Check-Write Dates

**Stipend Amount:** \$250.00 (bi-weekly)

**Timesheet Submission:** Interns are required to submit timesheets bi-weekly, covering the previous two weeks of work. Timesheets should accurately reflect the hours worked and tasks completed during the designated period.

**Stipend Distribution:** Stipends will be distributed bi-weekly during the scheduled check-in sessions. Interns who are unable to attend the check-in session will have their stipends mailed to the address on file.

### Check-Write Date Schedule:

1. **Check-In Session 2: Friday, June 21, 2024**
  - Stipend for the period: June 2, 2024 - June 15, 2024
2. **NO PROGRAMMING July 4 and 5, 2024 - Closed for HOLIDAY (Checks are Mailed)**
  - Stipend for the period: June 16, 2024 - June 29, 2024
3. **Check-In Session 4: Friday, July 19, 2024**
  - Stipend for the period: June 30, 2024 - July 13, 2024
4. **Check-In Session 5: Friday, August 2, 2024**
  - Stipend for the period: July 14, 2024 - July 27, 2024
5. **Check-In Session 6: Friday, August 16, 2024**
  - Stipend for the period: July 28, 2024 - August 10, 2024
7. **Check-In Session 7: Friday, August 30, 2024**
  - Stipend for the period: August 11, 2024 - August 24, 2024
8. **FINAL (Extended Program Payment): Friday, September 13, 2024**
  - Stipend for the period: August 11, 2024 - August 24, 2024

Interns are responsible for ensuring that their timesheets are submitted on time and accurately reflect their assignments completed and hours worked. Failure to submit timesheets by the designated deadlines may result in a delay in stipend distribution. If there are any concerns or questions regarding the stipend policy or check-write dates, interns are encouraged to contact the program coordinator for assistance.



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