



Application Instructions and Frequently Asked Questions

Instructions:

- Applications are available beginning May 10, 2023.
- For students interested in applying for the Student Support Services Internship, the application needs to be completed by 11:59 p.m. on June 2, 2023.
 - Link to the application:
<https://docs.google.com/forms/d/e/1FAIpQLSe-RWsEIMkMfahnjj3NSWd3-0sMvH6yIlijdU2x5joDyxVn9CQ/viewform>
- The uploaded documents need to be submitted in a PDF format.
- It is suggested that you answer the essay questions in a separate document to ensure you do not lose your responses before submitting your application.
- Make sure that the email address you use for the application is one that you have regular access to and is for professional use only.
- **Incomplete applications or failure to submit all of the supporting documents on time will result in the application not being reviewed by the SelectionTeam.**

Frequently Asked Questions:

- **When will all applicants be notified of the final decision for the selection process?**
 - An email will be sent on or before June 30, 2023.
- **Who do I contact if I have questions about the process or the internship?**
 - Pamela Stevenson - pamelastevenson@ccs.k12.nc.us
- **Who do I contact if I am having trouble completing my application in Google?**
 - Krystal Cox - kcox@rti.org
- **Can I use an unofficial transcript for the application submission?**
 - Yes, an official or unofficial transcript can be utilized for this process.
- **Will I have an opportunity to meet the selected interns and staff who are a part of this process, if I am selected?**
 - Yes! The selection team is planning a tentative Meet & Greet event in August. More information will be shared in the congratulatory email message.