



Frequently Asked Questions

✦ What is the age and G.P.A requirements?

Sixteen years of age minimum. **However, we only accept current high school Sophomores, Juniors and Seniors.** Meaning, a student can be in their sophomore year going into their junior year, a junior going into their senior year, or a senior going into their freshman year in college.

All students must have at least a 2.0 G.P.A to apply. Copies of recent transcripts are required.

✦ How long is the Program?

The paid 8-week internship will begin on June 4, 2018 and end on July 26, 2018. The SBI internship is an **10 week commitment.** Once students have been accepted, they will receive full schedule of events to include Orientation, Youth Forum and the Closing Event.

✦ How many hours do the student's work?

The students are **required** to work Monday - Thursday, eight hours a day, 32 hours per week, and are paid \$ 8.25 per hour. On Fridays, students attend informational workshops with various guest speakers (**for which they are not paid**) and are taught Life Skills and Financial Management. **Participation in the weekly seminars may earn the students up to .5 high school credit.**

✦ Where do students work and with whom?

On the application, students are asked to identify their top three career choices. If accepted, every attempt is made to match the student with an employer and mentor within their career interest.

Although, this is a Clark County-facilitated program, that does not necessarily mean students will work at the Clark County Government Center. We have partnered with employers and businesses throughout Clark County where a student may be placed to work.

✦ How do students apply?

Online applications will be available Tuesday, January 2, 2018. Interested students **MUST** submit an online application to the Clark County Human Resources Department at <http://www.clarkcountynv.gov>, no later than 5:00 p.m. on Monday, February 5, 2018.

Students MUST also submit the following items:

- **Most recent transcript**
- **Two (2) letters of recommendation from a non-family member, teacher, school administrator, religious leader, employer, etc.**

All requested documents must be attached to the application or faxed to: (702) 868-2504

✦ How will the students know if they are accepted or rejected?

Students will be notified the last week of April as to whether they have been accepted or rejected. All **notifications will be sent via email.** We ask that students **only call if they have questions about the program, not to determine if they have been rejected or accepted into the internship.**

FOR MORE INFORMATION PLEASE VISIT THE SBI WEBPAGE AT
<http://www.clarkcountynv.gov/human-resources/Pages/SummerBusinessInstitute.aspx> OR CALL (702) 455-2426.