Office Manager Internship

About Besser Education:

Besser Education is a small company based out of San Marcos, TX and serving the Central Texas area. We are in the business of getting children as young as three to understand college level science. Often times, this is done through extremely fun activities and experiments - classes, workshops, events, summer camps, after school programs, etc.

By working for Besser Education, you will be getting hands on experience like no other, and will have access to the inner workings of how small companies develop into much larger ones. We are currently looking for three interns, all of which are posted on the Jobs4Cats site.

Job Description:

Effectively and efficiently grow company operations by organizing, developing, and implementing course and training material, value chains, and various articles.

Responsibilities and duties include:

- Accountability & organization
- Make current inventory system interactive
- Assist in management of fall semester at 15 new school sites, with 4 new instructors
- Develop MOUs, Instructor handbook, and systematize organization structure
- Day-to-day tasks ranging from maintaining menial duties to personnel management
- Account management, report generation, & review of legal documents

How to apply:

As part of the internship we will be teaching you the how to do these responsibilities and duties so you do not need prior experience – that’s why it’s an internship. We are looking for individuals who go above and beyond, are well spoken, excited and passionate!

Please send a resume, and a short cover letter to jobs@bessereducation.com. Your application will be replied to within two weeks.