



**Rubicon**  
International

# INTERNSHIP OPPORTUNITY

## DEPLOYMENT TEAM



### ABOUT RUBICON

Rubicon International is an educational technology services firm known for its leadership in the field of curriculum management. Using Atlas, the curriculum management program developed by Rubicon, the firm partners with public and private schools throughout the world to plan and implement Web-based curriculum mapping. Rubicon is committed to being a world-wide leader in making a difference in teaching and learning. The Atlas Education Centre, located at Rubicon's offices at the World Trade Center in downtown Portland, is the first educational and training facility devoted entirely to curriculum development and the sharing of best practices.

### RESPONSIBILITIES

The Deployment team acts as the internal liaison for the client's needs within the Atlas Development and Deployment process. The team is responsible for the initial analysis of client data and recommendation of suitable site requirements. The team member will filter a high level of client data as it is received and process this information in a timely manner for production. While they will be directly responsible for the data loaded into each client site, they will work with the broader Deployment Team members to identify the best possible approach to project completion. Additional projects will be assigned based on the candidate's skills and interests. On any given day, the intern will transition between such varied tasks as customizing Atlas Systems with client curriculum to assisting a client training session in the Education Centre.

### REQUIRED PERSONAL SKILLS

- Ability to multi-task. Managing deadlines and reprioritizing to fit changing needs and client expectations will occur daily.
- Ability to work collaboratively, but with a significant amount of personal accountability.
- Excellent organizational skills with a keen attention to detail.

### REQUIRED PROFESSIONAL SKILLS

- Excellent verbal and written communication skills and the ability to interact professionally with a diverse group of people.
- Analytical expertise and detail oriented focus.
- Proficiency with Microsoft Suite including Access.
- Experience with educational systems, processes and terminology a plus.

Location: Portland, Oregon

Hours: Minimum of 25 hours per week

Dates: Flexibility in start and end date

This is a paid internship opportunity based on skills and experience

Interested candidates should email a resume, cover letter and 3 references to:

Kathrine Giacchino  
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