



## Consumer Affairs/Weights & Measures Intern Clerical Work/Computer Skills

### Role and Responsibilities

- Filing
- Basic computer skills – Excel, Access and Word a plus
- Typing Skills
- Data Entry

### Qualifications and Education Requirements

Must be enrolled in High School or College at the time of application.

Specific majors, coursework or backgrounds that would be helpful to this work  
Any background okay.

### Preferred Skills

Knowledge of Word and Excel; ability to alphabetize.

**Department:** Consumer Affairs, Weights & Measures, Trades Licensing

**Location:** Donald B. Smith Campus, 110 Old Route 6, Bldg 3, Carmel, NY

**Salary:**

High School Student	\$8/hr.
College Student	\$9/hr.
Graduate Student	\$10/hr.

**Schedule:** 28 hours/week for 8 weeks

**Supervisor:** Michael Budzinski

