



Workforce-Employment & Training Intern Front Desk Reception

Role and Responsibilities

- Front Desk Reception/Answer telephone/Make appointments/Direct customers to appropriate staff
- Utilize copier/shredder
- Assist customers with computers in tutorial room
- Process monthly spreadsheets

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
Business/Computer Science/Psychology or Communications**

Preferred Skills

Solid communication skills, knowledge of MS Office (especially Word/Excel), Computer knowledge and able to listen to customer concerns.

Department: Workforce-Employment & Training – Social Services Dept

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: Marie Daly

