



Personnel Intern

Role and Responsibilities:

Assist with administration of PILOT Program- orientation and correspondence with interns and County Departments

Clerical assistance with on-boarding of new employees

Data entry

Research projects as requested

Qualifications and Education Requirements:

Must be currently enrolled in high school or college or graduate level

Specific majors, coursework or backgrounds that would be helpful to this work

English, Communications, Human Resource Administration

Preferred Skills:

Writing and communication skills

Word/Power Point/Excel

Department: Personnel Department

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

Salary:

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

Schedule: 28 hours/week for 8 weeks

Supervisor: Paul Eldridge, Personnel Officer

