



Veterans Services Intern

Role and Responsibilities:

Filing

Answering calls and scheduling appointments

Gathering on line data for reports

Tabling at events to meet and greet Veterans and family members

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

History, Social Sciences, Social Work

Preferred Skills:

Good personality

Computer skills

Department: Veterans Service Agency

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: Karl Rohde

