



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

Role and Responsibilities:

- Filing
- Basic computer skills
- 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

Preferred Skills:

Knowledge of Word, Access 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 10512

Salary:	High School Student	\$9/hr.
	College Student	\$10/hr.
	Graduate Student	\$11/hr.

Schedule: 28 hours/week for 8 weeks

Supervisor: Michael Budzinski

