



Personnel Department

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

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

- English
- Communications
- Human Resources
- Administration

Preferred Skills:

- Writing & communication skills
- Word/Powerpoint/Excel

Department: Personnel Department

Location: Donald B. Smith Campus Bldg 3
110 Old Route 6
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: Paul Eldridge, Personnel Officer

