



Workforce-Employment & Training Intern

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
- Communications

Preferred Skills:

- Solid communication skills
- Computer knowledge, knowledge of MS Office (especially Word/Excel)
- Ability to listen to customer concerns

Department: Workforce-Employment & Training – Social Services Dept

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: Marie Daly

