

Office for Senior Resources

Administrative Intern

Role and Responsibilities:

- Assisting in everyday responsibilities with administrators and staff
- Creating reports
- Logging in reports
- Surveying program attendees
- Travelling to County senior centers
- Filing
- Paperwork

Qualifications and Education Requirements:

Must be enrolled in College or Graduate school at the time of application.

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

Administration, site planning, program development

Preferred Skills:

- Computer and typing skills
- Good handwriting
- Phone skills
- Works well with the public and senior citizens

Department: Office for Senior Resources

Location: Donald B. Smith Governmental Campus
110 Old Route 6
Carmel, NY 10512

Hourly Rate:

High School Student	\$11
College Student	\$12
Graduate Student	\$13

Schedule: 28 hours/week for 8 weeks