

# Veterans Services Agency Intern

## Role and Responsibilities:

- Answering calls and scheduling appointments
- Assisting veterans
- Gathering online data for reports
- Tabling at events to meet and greet Veterans and family members
- Filing

## Qualifications and Education Requirements:

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

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

History, Social Sciences, Social Work, Communications

## Preferred Skills:

- Good personality
- Ability to work with the public and clients
- Ability to answer phone calls
- Computer skills
- Confidentiality

**Department:** Veterans Service Agency

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

<b>Hourly Rate:</b>	High School Student	\$11
	College Student	\$12
	Graduate Student	\$13

**Schedule:** 28 hours/week for 8 weeks