INTERNSHIP JOB DESCRIPTION

Overview

Job Title: Business Administration Intern
Time Commitment: At least 10 hours/week for 12 weeks
Department: Business Administration
Location: Turk Family Center
Position Reports to: Director of Business Administration

Position Purpose

The intern will assist staff with writing business procedures and designing flow charts, creating spreadsheets, and designing data analysis and charts. This is a unique opportunity for undergraduate students interested in gaining valuable business management and administrative experience in a productive office setting.

Primary Responsibilities/Tasks

- Write business procedures, business flow charts, etc.
- Create spreadsheets
- Ability to analyze invoice activity and problem solve
- Review leases, equipment lists, and inventory lists
- Create data analysis and charts
- Data entry
- Administrative projects as assigned

Qualifications

Education/Certification/Professional License:

- Working toward Bachelor’s Degree in Business Administration, Management, Economics

Knowledge/Skills/Abilities/Experience:

- Students with practical or educational experiences in business administration, management
- Excellent writing and communication skills
- Proficient in Microsoft Word, Excel
- Intermediate skills in PowerPoint, Visio
- Ability to work independently
- Ability to write business procedures
- Ability to create spreadsheets with little instruction

Language Skills:

- Ability to speak clearly and communicate effectively with co-workers
**Reasoning Skills:**
- Ability to apply common sense and critical thinking to carry out instructions and make decisions within scope of authority
- Ability to deal with problems involving several variables
- Ability to follow policies and procedures

**Computer Skills:**
- Proficiency in Microsoft Office, and internet usage
- Intermediate skills in PowerPoint, Visio
- Ability to write clear and concise e-mails

**Physical Demands:**
The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the intern is regularly required to sit, talk and listen. The intern frequently is required to stand; walk; use hands and arms to finger a keyboard, handle papers and reach for the phone.

The intern needs to walk, or stand frequently.

Send resume and cover letter to melindab@jfssd.org