

Personnel Department Intern

Role and Responsibilities:

- Assist with administration of PILOT Program- orientation, correspondence with interns and County Departments, press releases
- Sit in on the on-boarding of new employees
- Data entry
- Assisting with the answering of phones
- Clerical assistance
- Research and special projects as requested

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:

English, Communications, Human Resources, Business Administration

Preferred Skills:

- Computer and typing skills
- Writing & communication skills
- Word/Powerpoint/Excel

Department: Personnel Department

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

Hourly Rate: High School Student \$10
College Student \$11
Graduate Student \$12

Schedule: 28 hours/week for 8 weeks