



Department of Social Services & Mental Health
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, College or Graduate school 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: Department of Social Services & Mental Health – Workforce, Employment & Training

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

