

Francis Tuttle Technology Center
Information Technology
Job Description

Position: Administrative Intern

Major Job Responsibilities:

Customer Service

Assist Instructors and support staff with various duties

Job tasks could include but are not limited to:

- Answer phones, filing, faxing and copying
- Assemble materials for Advisory Committee Meetings
- Assist with inventory of supplies and/or equipment, books, classroom materials, including stocking (lifting up to 25-50 lbs)
- Assist with meeting room set up and tear down, including preparing beverages and food items, and clean up afterwards
- Cover front desk reception in IT, which includes assisting customers
- Create documents and files using MS Word and Excel
- Data Entry (requires keyboarding and proofreading skills)
- Deliver materials to other buildings on campus
- Prepare materials for meetings, orientations and training sessions
- Change and recycle used toner cartridges
- Assist with scheduling short term interviews or other activities. Telephone skills required.
- Assisting with after school practice lab (3:30-4:30)
- Other duties as assigned

Employment Period: January 10, 2012- March 2, 2012

Hours: 7:30-11:30 **OR** 12:30-4:30 Monday-Friday

Applicants should be available to work 20 hours per week.

Applications are due no later than Friday, December 9th. Applications are available at the front desk of Information Technology. Only Information Technology students are eligible for hire.