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# Example of College Intern Job Description

Our company is looking to fill the role of college intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for college intern

* Provides PC software imaging and set-up hardware
* Supports audio/visual equipment
* Assists in inventory management of software and hardware assets
* Support annual TR events, including annual insurance renewals, salary range update, global wellness, benefits fringe rates review and Collective Agreement negotiations
* Review HR policies and practices and ensuring that they are timely and rational
* Recording of accounting transactions on Oracle ERP
* Ensure timely and accurate performance of task assigned, account coding, and transaction recording
* Month end processes, create journal entries and reconciliations
* Accounting process controls, linking between the functions and efficiencies
* Develop and maintain weekly and monthly performance indicators

## Qualifications for college intern

* Letter of College with description of course, hours required and department of interest
* College Certificate of Insurance
* Availability to participate at least 24 hours per week
* SMaRT (Spend Management and Report Tool)
* Perform cycle time studies and efficiency analysis on the production, warehouse, and DC floors
* Perform QC lab testing as needed