



Example of Intern, Office Job Description

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Our company is hiring for an intern, office. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for intern, office

- Assisting in the logistics for meetings and events with internal staff, donors, and the public, including coordinating materials for guests for monthly events
- Helping to assemble solicitations for corporate and foundation donors
- Assist with regular mailings of acknowledgement letters, renewal notices, and outreach materials
- Assisting with ad hoc projects for the Development Office as the need arises
- Responsible for assisting with the day to day office procedures
- Follow-up to ensure all of the customer's questions & concerns have been thoroughly answered
- Provide information assistance to court officials, law enforcement agencies & to the general public
- Utilize BMV systems for updating data records, accepting payments from customers
- Gather and provide statistical data for weekly, monthly, and quarterly reports
- Committee Assignments

Qualifications for intern, office

- Currently enrolled as a Junior, Senior or Graduate student in an accredited college program with course work related to Business Administration and/or Finance with a minimum 3.0 GPA
- College Senior or higher level of study
- Deep knowledge of software development in Web 2.0 technologies, including Java, Java Script, HTML, XML and Web servers like JBoss/Tomcat

- Firm grasp on Object oriented design methodologies, data structures and computer algorithms
- Understand data modeling using YANG and other data modeling languages