

# Howard Community College

## Internship Job Description

<b>Job Number:</b>	INTERNSHIP
<b>Job Title:</b>	Administrative Assistant Intern
<b>Department Name:</b>	Business and Computer Systems Division
<b>Supervisor Name:</b>	Stephanie B. Quintero
<b>Supervisor Phone #:</b>	443-538-4478
<b>Supervisor Email:</b>	squintero@howardcc.edu
<b>Employer Address:</b>	10901 Little Patuxent Parkway, Columbia, MD 21044
<b>Location Student Will Work</b> <i>(If Different from Above):</i>	Duncan Hall – Room 301

<b>Job Description and Responsibilities</b> <i>(include job purpose):</i>	<p>Assist the Division Program Administrator and the Office Technology Department in completing and streamlining administrative tasks within the division. Coordination with departments within the division will be required for the purpose of gaining understanding and completing tasks in timely manner. Excellent organizational, communication, and attention to detail skills required.</p> <p>Duties:</p> <ul style="list-style-type: none"> <li>• Prepare documents for division, such as spreadsheets, word processing documents, contracts, charts, and presentations.</li> <li>• Keep an up-to-date record of all tasks via Google Sheets.</li> <li>• Assist in event planning. Tasks would include sending invitations and tracking RSVPs, preparing name tags, assistance with development of program for the events. Careful attention to detail and review of tasks is required.</li> <li>• Track orders, including specific items and cost centers.</li> <li>• Order supplies for the Office Technology Department.</li> <li>• Respond to requests for information from prospective students and track each interaction.</li> <li>• Create and administer surveys in Survey Monkey.</li> </ul> <p>To apply, send cover letter and resume via email to Ms. Stephanie Quintero, Office Technology, Business and Computer Systems Division at squintero@howardcc.edu.</p>
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<b>Qualifications / Experience Required:</b>	<ul style="list-style-type: none"> <li>• Current HCC student; completed 12 credit hours; minimum GPA 2.0</li> <li>• Proficient in various Microsoft Office software applications, such as Word, Excel, Outlook, PowerPoint, OneDrive</li> <li>• Knowledge in using Zoom Conferencing software</li> <li>• Knowledge in using Google Drive, Docs, and Sheets</li> <li>• Excellent organizational and attention to detail skills</li> <li>• Excellent oral and written communication skills</li> <li>• Efficient task and record keeping</li> <li>• Effective time management skills</li> </ul>
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<b>Hourly Wage</b>	\$13.50
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