

# Howard Community College

## Work-Study Internship

<b>Job Number:</b>	INTERNSHIP
<b>Job Title:</b>	Office Technology Intern
<b>Department Name:</b>	Business and Computer Division Office
<b>Supervisor Name:</b>	Stephanie Quintero
<b>Supervisor Phone #:</b>	443-518-3426
<b>Supervisor Email:</b>	<a href="mailto:squintero@howardcc.edu">squintero@howardcc.edu</a> To apply, send resume and cover letter to Stephanie Quintero
<b>Employer Address:</b>	Business and Computer Division Office, HCC
<b>Location Student Will Work</b> <i>(If Different from Above):</i>	
<b>Job Description and Responsibilities</b> <i>(include job purpose):</i>	<p>Purpose of Position: Provide administrative support to the Business and Computer Systems Division. Streamline, organize and track processes, activities and events.</p> <p>Time Requirements: Approximately 15 hours per week during the fall 2021 semester. Specific days and times to be determined based on schedule. Assist the Office Technology faculty and Division Program Administrator 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> <ul style="list-style-type: none"> <li>• Prepare documents for division, such as spreadsheets, contracts, charts and presentations.</li> <li>• Keep up-to-date record of all tasks.</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>• Respond to requests for information from prospective students and track each interaction.</li> <li>• Create and administer surveys in Survey Monkey.</li> </ul>
<b>Qualifications / Experience Required:</b>	<ul style="list-style-type: none"> <li>• Ability to work independently and as part of a team.</li> <li>• Proven communication skills (both oral and written) for interacting with administration, staff, faculty and students.</li> <li>• Excellent organizational skills, attention to detail, and ability to prioritize and efficiently manage multiple assignments.</li> <li>• Dependability and good time management essential.</li> <li>• Proficiency in Microsoft Office suite (specifically Outlook, Word, Excel, Power Point).</li> <li>• Current HCC student with at least one year of previous work experience.</li> </ul>
<b>Internship Pay Rate</b>	\$13.50