

Administrative Assistant Internship Fall 2016

The Administrative Assistant will report to the Office Manager. This position will begin either at the end of August or beginning of September 2016 (depending on candidate availability), and will average 8 – 10 hours per week with a very flexible schedule. Work study required.

This position is partially funded by the federal work-study grant program. Eligible applicants MUST receive a work-study award as part of a federal financial aid package.

Primary responsibilities include:

- Processing incoming donations
- Processing invoices and grant payments
- Answering the main phone line
- Greeting visitors to the office
- Maintaining standard operating procedures manual
- Managing and ordering office supplies
- Assisting the Office Manager with Board and committee meetings
- Other projects as needed

Requirements:

- Must have work study award for 2016-2017 academic year
- Familiarity with Microsoft Office Suite, including Excel, Word and Outlook
- At least one year of experience working in an office or similar role

Please email resume and cover letter to info@wisconservation.org

Review will start Tuesday, September 8 until filled.

www.Wisconservation.org