

## **Office Assistant Internship Opportunity or Office Administrative Assistant**

Spring 2018

Marie's Allied Health & Technical Institute, Inc. is seeking a qualified candidate for an Office Assistant Intern for a 3-month internship with the possibility of being considered for a 6-month internship.

While interns or office Admin Assistant are expected to perform daily administrative tasks, there are opportunities to work on long term projects, depending on the changing needs of the Institute. Interns at the Institute will have the opportunity to develop their written and oral communication skills and their knowledge of administrative and management duties.

**Job Description Summary:** The Office Assistant Intern or Admin Assistant will work under the direction of the Institute's CEO/Chairman. The Office Assistant Intern will provide administrative and office support, which includes preparing routing correspondence, sorting and filing of records, documents, mail and other material, and other projects as assigned.

**Specific Duties and Responsibilities:** The duties of this role are inclusive of, but not limited to the following:

- Create and maintain student information system/database;
- Generate lists, rosters and reports as needed;
- Provide routine information to CEO, students, and trainers;
- Process incoming and outgoing correspondence;
- Answer calls and directing inquiries;
- Making copies and collating documents;
- Operate a variety of office equipment;
- Work on special projects as assigned.

**Requirements:** This position requires multi-tasking skills and the ability to work independently and under pressure. Excellent interpersonal and communications skills are required. Attention to detail is vital. Demonstrated agility to shift direction in response to changing work situations is critical. Proficiency with Microsoft Office Outlook, Word, and Excel is required. For internship candidates, the ideal candidate will have a minimum of one year administrative and office experience supporting management in a fast-paced office environment. High school diploma and some college required.

**Compensation and Schedule:** This internship opportunity is paid. A minimum time commitment of 3 months is required, and working hours are negotiable.

**To Apply:** Please submit a cover letter and resume to Dr. Victor H. Fakondo, vicfak@mariesalliedhealth.com.

**NOTE:** Only materials delivered by e-mail will be accepted. No telephone calls or personal office visits, please.