

Sample Job Descriptions

Example 1

Title: Bank Intern— Office

Duties youth are expected to perform:

- File signature cards
- Put signature cards/check statements in account number order
- Copy documents
- Render retail and commercial statements in a high volume, productivity-oriented and fast paced environment

Skills needed and general requirements:

- Ability to follow directions and communicate effectively
- Understanding of the numeric filing system
- Ability to sort account numbers up to 10 digits long in account number order
- Intern must possess professional phone skills
- Intern must be able to maintain confidentiality
- Interns must possess team building, time management, and organizational skills

21st Century Skill Development: Critical Thinking/Problem Solving, Oral Communication, Information Technology Application, Ethics/Social Responsibility

Example 2

Title: Hospital Administrative Intern

Responsibilities:

- Conduct traffic flow assessments for the hospital valet service; prepare reports to demonstrate findings
- Coordinate the discharge of patients from the hospital via ambulance and visit the nursing units to ensure patients are prepared for discharge before the ambulance arrives
- Conduct an inventory of the equipment owned and operated by the patient transportation department
- Assist with coordinating the logistics of the company's move to a new facility
- Prepare and mail patient satisfaction surveys
- File records and correspondence
- Prepare and process marketing mailings for the EMS training center
- Copy medical records for internal audit/insurance company reviews

21st Century Skill Development: Critical Thinking/Problem Solving, Teamwork/Collaboration, Leadership, Lifelong Learning/Self-Direction, Ethics/Social Responsibility

Sample Job Descriptions (*continued*)

Example 3

Title: Marketing Intern

Responsibilities:

- Assist director with organization and tracking of competitor advertising
- Assist director with organization and filing of marketing, communications and graphics materials
- Provide administrative support in marketing, graphics, and communications including answering the phone, photocopying, data entry, and delivery of marketing materials
- Provide support for marketing department including scheduling and trafficking of projects

21st Century Skill Development: Critical Thinking/Problem Solving, Written Communications, Information Technology Application, Creativity/Innovation

Example 4

Title: Intern—University Human Resources

Summary Description:

This intern will handle HR-related phone inquiries, greet applicants/visitors to the office, process sensitive payroll and employment information, and perform various other administrative functions. The intern will assist with special recruiting projects. This is an excellent opportunity with hands-on experience for anyone interested in pursuing a career within the Human Resources field.

Essential Functions:

- Record and process data
- Answer telephones, greet visitors in a professional manner, and record accurate messages
- Maintain and organize personnel files and other HR-related files
- Perform photocopying and supply replenishment as needed
- Perform data entry as needed
- Create documents and HR information as needed
- Work on miscellaneous HR-related projects as assigned

Qualifications:

Excellent communication and organizational skills are required along with general administrative skills. Qualified interns will be able to multitask effectively, be able to work independently and have strong computer skills (MS Word, Power Point and Excel a plus). Must be able to handle sensitive information and maintain confidentiality.

21st Century Skill Development: Critical Thinking/Problem Solving, Oral Communications, Information Technology Application, Leadership, Professionalism/Work Ethic

Sample Job Descriptions (*continued*)

Example 5

Title: Technology Intern

Duties the youth are expected to perform:

- Clerical and administrative support duties
- Answering phones
- Distributing mail
- Filing
- Special support projects as assigned by the Human Resources, Accounting, Information Technology or Legal departments

Skills needed and general requirements:

- Computer software and internet usage skills
- E-mail system usage
- Keyboarding
- Phone answering skills
- Basic understanding of office operation
- Good organizational and communication (written and verbal) skills
- Desire to pursue a career in business administration

21st Century Skill Development: Critical Thinking/Problem Solving, Information Technology Application, Leadership, Lifelong Learning/Self-Direction, Professionalism/Work Ethic