



Worksite Job Titles and Sample Descriptions

The job titles and descriptions listed below are general examples of job duties and functions for youth in specific industry areas. We encourage you to use this information to assist in the development of your organization's internship program. Also included is a basic list of skills that most students are learning in the classroom.

Common skills recommended for all youth:

- Familiarity with computers, internet, e-mail and Microsoft Office
- Administrative skills, e.g. alpha/numeric filing, basic math and answering phones
- Grade level reading, writing and verbal communication skills

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All of the following duties will be performed in cooperation with an assigned supervisor and/or in coordination with other members of staff. Additional duties may be assigned.

Agricultural and Environmental Services

Agricultural Assistant/ Intern

- Accompany staff to periodic site visits for maintenance and construction
- Assist in the maintenance of agricultural plots under proper supervision
- Maintain inventory records for equipment and materials
- Record and transcribe minutes of departmental meetings

Environmental Service Assistant/ Intern

- Accompany staff to periodic site visits for green roof construction and maintenance oversight
- Observe methods, problems and principles related to the professional environmental assignments
- Conduct research on assigned topics and prepare reports on findings
- Gain experience in the methods and ethics of professional conduct and practice
- Provide administrative support

Green Program Assistant/ Intern

- Conduct research on green practices and policies
- Assist with preparing for Green Committee meetings
- Interact with Green Committee members on a regular basis
- Create educational materials to promote "going green" in the office
- Assist with drafting monthly newsletter contributions
- Stay up to date on local, regional and national green trends
- Organize weekly green tips and other green resources for staff to use
- Develop monthly thematic "going green" activities or campaigns



- Conduct an audit of the office space to identify areas that can be "greened" and compile recommendations

Arts, Entertainment and Recreation

Arts Assistant/ Intern

- Draft letters, stories and articles for the monthly newsletter and website
- Conduct research on ideal photo shoot locations
- Assist with preparing materials for various group projects and assignments
- Maintain and organize an inventory of supplies

Special Projects Assistant/ Intern

- Participate in the planning and execution of company events
- Maintain a catalog of company related newspaper, photograph and electronic clippings for internal and external distribution
- Assist with clerical duties including the maintenance of contact files, answering telephones and responding to and directing general inquiries
- Juggle multiple priorities calmly, follow-up on details to completion and manage time effectively

Recreation Assistant/ Intern

- Assist the program director with officiating activities
- Assist the activity director with supervision of the activity center
- Make sure all games activities start on time and have necessary equipment and materials
- Assist with participants' skill development

Automotive Technology

Automotive Technology Assistant/ Intern

- Ensure that all safety guidelines and procedures are updated and prominently displayed throughout the facility
- Work directly with auto-mechanics to become familiar with current automotive technology, diagnostics and trouble-shooting techniques
- Prepare and complete work orders
- Support the office with general administrative duties

Communications and Media

Communications Assistant/ Intern

- Write content for the website, as well as verify text and accuracy of all materials put out by the department
- Assist in the creation of published literature and multimedia content
- Provide support related to public relations, correspondence and general office tasks as they arise



- Assist the communications team with event planning, outreach and follow up
- Intern should be comfortable with Microsoft Office programs - Mac proficiency is a plus

Marketing Assistant/ Intern

- Assist with researching, writing and distributing weekly emails outlining upcoming events, announcements, performances and exhibits
- Support marketing and outreach activities, including mailings and events
- Interact with internal departments to collect information that they would like to be highlighted in the company's marketing efforts
- Provide excellent customer support to all external inquiries from the media, vendors and advertising agencies
- Maintain and update social media sites such as Facebook and Twitter
- File data and perform other routine clerical tasks as assigned
- Operate a variety of standard office machinery, including a personal computer, phone, shredder, fax and photocopier machine

Social Media Assistant/ Intern

- Assist in the design of additional templates to be used on social media pages like Twitter
- Help maintain social media outlets currently being utilized, such as Facebook and Twitter
- Analyze what the company's competition is utilizing for its social media outreach, including platforms and web pages
- Conduct research on social media platforms to determine which ones are most suitable to be utilized within the company's industry
- Monitor the company's blog page and report back about the most interesting and important blogs of the day
- Perform an analysis of the company's web page with the intention of providing a new perspective

Community Development and Support

Community Development Assistant/ Intern

- Assist in the compilation of performance data and information for the annual report
- Write the first drafts of communication and marketing materials
- Provide active support for all events and large meetings
- Conduct research on funding opportunities and create a database to track results

Engineering, Architecture and Construction

Construction Assistant/ Intern



- Assist in the inspection of worksites to identify and recommend corrective action in response to unsafe practices and conditions
- Under supervision, help determine best safety practices and distribute throughout the company
- Assist in the preparation of engineering and construction cost estimates
- Maintain records of all incident reports and workers compensation claims
- Perform general office duties as required

Engineering Assistant/ Intern

- Interns will assist in various departments, rotating throughout each engineering group
- Maintain proposals and prepare them for blueprint reading
- Attend departmental meetings and take notes for summary reports
- Utilize engineering software for drafting and designing of projects, as assigned

Architecture Assistant/ Intern

- Assist designers and planners with drafting plans and details for architectural models
- Maintain the physical and online library of materials and resources
- Participate in the construction of architectural models to represent proposed final structures
- Support general administrative duties in the office

Educational Services

Educational Services Assistant/ Intern

- Assist the learning support staff with small group instruction and test administration
- Conduct research with the purpose of creating educational materials including sample learning plans, tests and surveys
- Organize and manage student files with a high degree of confidentiality
- Provide overall support to the learning staff office

Finance and Insurance

Finance Assistant/ Intern

- Liaise with other departments to collect information necessary for annual reporting
- Rotate within other sections of the bank, i.e. marketing and public relations, to gain a complete understanding of how the entire organization works together
- Assist with processing and deposit services which include duties such as:
 - Opening teller bags and making sure that all the work is prepared for machine capture



- Reconciling batches against the batch listing sheet and ensure that all work is oriented properly and that paperclips and staples are removed from the documents
- Data entry involving document recognition and fields on a check. Training will be provided on both the preparation and data entry functions
- Perform general administrative duties and special projects as requested
- Attention to detail and accountability are necessary

Insurance Assistant/ Intern

- Provide excellent service to all customer claim inquiries and direct them to the appropriate individuals
- Support in the investigation and resolution of all claims by conducting research using the available organizational resources
- Assist with drafting contracts for new and existing products
- Conduct business intelligence by examining competitors' products and making recommendations to be utilized by the business
- Perform various administrative tasks as needed

Health Care, Life Sciences and Social Assistance

Health Care Assistant/Intern

- Shadowing nurses and management throughout the day and assisting with patient activity
- Rotating through a variety of medical and administrative departments to understand all of the different aspects that are necessary to make the organization function
- Attend meetings to be exposed to workplace etiquette, meeting structures and how departments function with each other
- Help the nursing assistants with daily tasks such as flipping patients, giving out water and ice to patients and making beds
- Help with administrative duties; including, but not limited to, answering telephones, filing and photocopying
- Greet visitors and provide excellent customer service
- Be comfortable working with children, parents and teachers

Life Sciences Assistant/ Intern

- Prepare materials, organize space and help maintain area
- Conduct preliminary research for projects
- Compile data for reporting
- Perform general office duties, such as answering the phone, organizing files and co-coordinating meetings

Social Assistance Assistant/ Intern

- Answer the Helpline to determine callers' eligibility to benefits and schedule appointments



- Update resource material as needed to inform clients of the latest services available
- Assist with food deliveries from the food bank, churches and volunteers
- Follow up with clients to assess how well the services were delivered
- Work with employment partners to gather information to support clients seeking employment

Hospitality

Hospitality Assistant/Intern

- Rotate between different departments, namely food and beverage, front office, reception, housekeeping and the kitchen
- Work with event staff to prepare for various events, including taking confirmation phone calls, printing materials and setting up
- Participate in all required meetings and trainings conducted in the hotel depending on which department they will be placed in
- Work with staff to learn how to make reservations related to guest rooms, dinner and fitness and spa facilities, in a proficient and professional manner
- Greet every guest in a friendly and polite fashion

Information Technology

Information Technology Assistant

- Provide support to the Information Technology Department as they support the rest of the business
- Assist the analyst in copying and organizing training materials
- Under direction of the IT team, assist in diagnosing and solving all employee inquiries related to computer hardware and software
- Conduct data entry into software systems
- Perform clerical and administrative support duties, including answering phones and recording accurate messages that come into the help desk
- Possess an inquisitiveness to make things work better and quicker

Manufacturing

Manufacturing Assistant/ Intern

- Scan and assign the proper coding to all products and documents in the warehouse for dispatch and delivery
- Monitor the inventory tracking system to ensure that customer stock levels do not fall below assigned levels
- Assist in the active enforcement of all safety guidelines and procedures within the warehouse for all employees
- Provide support to the engineering team in the following areas as necessary: Product design, fabrication, monitoring and analysis
- Draft and participate in weekly status reports of all projects



Municipal Services

Municipal Assistant/ Intern

- Proofread and check typed materials for accuracy and completeness
- Distribute information to other staff and outside agencies as appropriate and follow-up as required
- Assist in the preparation and processing of bid documents
- Prepare check request forms, route to department director for approval and send to the Finance Department for payment
- Process and track contracts, publications, recorded documents, contract, work orders, purchase orders, requisitions and other forms in support of the assigned function
- Provide staff assistance to a specified board or commission
- Provide excellent customer service to inbound callers as related to customer accounts

Professional and Technical Services

Human Resources Assistant/ Intern

- Work closely with the Human Resources department to identify all job descriptions, the date the job descriptions were last evaluated and create a list of missing job descriptions that need to be written
- Scan all new employees' I-9's into a database and file them in the designated locations
- Prepare a training manual and presentation to teach managers how to access database documents
- Assist with office duties including but not limited to answering telephones, filing and photocopying
- Scan personnel files into the database and assign proper coding to the documents being scanned
- Confidentiality is expected for candidates accepted to this position

Administrative Support Assistant/ Intern

- Support various groups and departments with administrative duties
- Order and track the status of office supplies
- Welcome and receive office visitors and direct them to the correct offices
- Assist with administrative duties including but not limited to answering telephones, filing and photocopying
- Proficiency with Microsoft Office and other computer software are preferable

Accounting/ Auditing Firm Assistant

- Work across different functional areas in order to gain an understanding of different work styles and behaviors



- Provide strategic service to internal clients-service lines and functional units-in the areas of Human Capital, Learning and Education, Knowledge Management, Technology Solutions, Finance, Marketing, Recruiting, Diversity, Sales and Business Development, Alumni Relations and Risk Management
- Utilize problem solving, analytical and organizational skills to understand the business and the projects that support the organization's business development
- Administrative duties, including assembling project and presentation binders, copying and scanning and occasional front desk coverage
- Proofread and edit written material
- Perform data analysis using Excel
- Assist with meeting preparation

Law Firm Assistant

- Under supervision, the intern will compile and maintain a variety of reports related to human resources
- Assist several departments throughout the firm with various clerical projects
- Assist in the monthly compilation of attorney billable hours before transmittal
- Accompany the firm's attorneys to select court hearings and record the proceedings
- Assist with basic case law research and the drafting of legal briefs
- Assist attorneys in locating law journals, case files and reference guides in the firm's library
- Organize closed case files in chronological order and process them for delivery to the firm's warehouse

Technical Services Assistant/Intern

- Work across different functional areas in order to gain an understanding of different work styles and behaviors
- Provide strategic service to internal clients-service lines and functional units-in the areas of Technology Solutions, Finance, Marketing, Sales and Business Development, Risk Management, etc.
- Utilize problem solving, analytical and organizational skills to understand the business and the projects that support the organization's business development
- Administrative duties, including assembling project and presentation binders, copying, scanning and occasional front desk coverage
- Proofread and edit written material
- Perform data analysis using Excel
- Assist with meeting preparation
- Assist in the monthly compilation of billable hours before transmittal

Real Estate

Real Estate Assistant/ Intern

- Assist in the preparation of property management proposals by conducting research and preparing reports



- Provide administrative support to the Office Administrator and the Customer Service Coordinator in order to help with the overflow of tasks
- Assist in the auditing process by coordinating the gathering of information from all building management offices under the firm's umbrella
- Conduct an auditing process to ensure all construction projects meet compliance guidelines

Retail Trade

Retail Trade Assistant/Intern

- Shadow executives to see the behind the scenes business side of the company
- Rotate between different departments to understand all of the different aspects that are necessary to make everything function
- Attend meetings to be exposed to workplace etiquette, meeting structures and how departments function with each other
- Ensure that each customer receives outstanding service by providing a friendly environment
- Maintain an awareness of all promotions and advertisements
- Accurately and efficiently ring and maintain all transactions at the registers
- Communicate customer requests to management
- Maintain orderly appearance of register area and stocked supplies

Transportation and Logistics

Logistics Assistant/ Intern

- Assist in assembling the monthly sales reports including previous month's results and upcoming projections
- Work closely with the sourcing team to maintain the supplier database and Stock Keeping Unit (SKU)
- Support the implementation of demand and supply improvements while supporting overall logistics operations
- Analyze process steps to determine recommendations for improvement at the completion of the internship

Transportation Assistant/ Intern

- Assist the dispatch center in maintaining the online arrival and dispatch logs for delivery trucks
- Perform periodic quality assurance checks under supervision to ensure that merchandise reflected in the database is physically present in the warehouse
- Ensure that all safety procedures on the warehouse floor are being followed including mandatory regulatory posters, emergency procedure signage and equipment are in place and in functioning order
- Conduct preliminary research on current market reach and identify potential geographical locations of opportunity



- Assist the financial department with managing account by reconciling all paper transactions on a daily basis
- Provide clerical assistance to other departments when necessary

Utilities

Utilities Assistant/ Intern

- Support the identification, design and implementation of safety improvements
- Assist the building manager when responding to building maintenance issues
- Participate in the design and implementation of department and cross-functional initiatives
- Assist management in preparation of the annual budget
- Accompany building inspectors when performing facility inspections