Job Title:	**Intern Administrative Assistant**
Supervisor:	**Economic Development Administrator**
Classification:	**Classified/Non-Exempt**
Hours Per Week:	**37.5 hours (full-time) 8:00 a.m. – 4:30 p.m.**

DESCRIPTION: The intern administrative assistant is under the direction of the Economic Development Administrator. The office Assistant will provide administrative and office support for the Economic Development Department Team. Administrative support includes creating and maintain databases, event planning projects, and other projects as assigned.

DUTIES:

- Develops and maintains office forms and procedures, and assists with administrative tasks.
- Operates listed office machines as required.
- Making copies and collating documents.
- Create and maintain database for the Scholarship program.
- Work on special project as assigned.
- As directed, other office support functions including prepare shipments and mailings, ext.

QUALIFICATIONS/COMPETENCIES:

- Must have multi-tasking skills.
- Ability to work independently and under pressure.
- Excellent interpersonal and communications skills.
- Proficiency with Microsoft office outlook, word, and excel.

SIGNATURES:

This job description has been approved by all levels of management. Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee	**Date**	**ED Administrator**	**Date**
Mayor	**Date**	**ED Director**	**Date**