Office of Vice President of Administration and Finance

Intern Title: Administration and Office Specialist          Status: Non-exempt

Job Summary
The internship will teach you the basic business skills that will prepare you for the future.

Duties and Responsibilities
• Produce monthly report for the Director of Risk Management and Executive Reporting in a reliable and timely manner.
• Produce and maintain the Intern monthly report and correspondences in a timely manner.
• Perform back up role and as needed, provide routine and daily assistance to internal and external customers. Responds to customer in a timely and accurate manner.
• Ensures daily coverage of phones during work hours.
• Conduct research, analysis and data collection.
• Perform specific research projects as assigned within a specified time frame.
• Maintain and provide excellent record keeping skills.
• Prepare correspondence, reports, and provide additional administrative support as needed.

Essential skills required
• Ability to carry out instructions quickly and accurately.
• Currently enrolled at Virginia State University.
• GPA of 3.0 or above.
• Demonstrate leadership skills with the ability to identify and solve problems.
• Strong computer proficiencies in Microsoft Word, Excel, Outlook and Power Point with the ability to efficiently learn new technologies.
• Ability to multi-task in a fast paced environment.
• Superior verbal and written communication skills.
• Ability to work as part of a team and independently.

Reporting Relationships:
• Director of Risk Management and Executive Reporting.