



Administrative Support Internship

We are looking for a college student that would love to learn more about administrative support in Tenacre's various departments. The intern will be an active contributor, focusing on learning and supporting the administrative work, including learning to work with specific software that supports the different functions of each department; Staff Relations (Human Resources), Business Office, Hospitality, Building and Grounds and other departments. Specific duties include:

Human Resources (Staff Relations):

- Helps with correspondence and letter mailings
- Helps organize Years of Service parties
- Sends out notices for events pertaining to Staff Relations
- Supports manager with special projects

Business Office and Hospitality:

- Filing documents
- Keeping track of visitor accommodations
- Spreadsheet work
- Night audits
- Tracking accounts and printing checks
- Running relevant errands for Hospitality
- Receive training in Room Master – a hotel reservation program
- And training in SAGE – and accounts payable program

Building and Grounds:

- Works with Outlook calendar, contacts and tasks
- Assists the Buildings and Grounds Manager and Director of Campus Facilities by providing clerical functions such as organizing, filing, data entry, printing, copying, faxing, scanning, invoice processing
- Utilizes office technology skillfully such as phone and paging systems, copiers, digital cameras, computers and software applications such as Excel, Word, Access, Outlook, Internet Explorer
- Assists with scheduling and coordinating accommodation turnovers, Construction Projects' closeout process, campus deliveries, equipment and furniture sales, Fire Team Hot Work requests, and daily pool chemical tests
- Performs outside work, in varying weather conditions, with no physical limitations such as bending, stooping, climbing, and walking

Requirements:

- Strong skills with Microsoft Office, especially Excel and graphing
- Great communication skills
- Attention to detail
- Ability to work independently
- Student of Christian Science