Summer 2018 Internship Guide

Please complete and FAX back to (856) 256-5668 or EMAIL to dworkin@rowan.edu

Name of Company / Association / Organization ____________________________

Internship Coordinator __________________ Coordinator's Phone / Email ________________

Location of Internship ______ Wayne, NJ __________ # of Summer 20178 Interns Accepted ______

Dates / Length of Summer Internship ______ Summer 2018 __________ Required Hours/Week ______

Is there some type of salary or stipend? _ Yes__________ If so, how much? ______________________

What is the application process? (please include deadlines and other requirements. Feel free to attach additional pages)

Go to: https://chm.tbe.taleo.net/chm04/ats/careers/requisition.jsp?org=VALLEYNATIONAL&cws=1&ríd=6936
And complete the online application.

___________________________________________________________________________

Intern work areas: Clerical _X_ Research _X_ Errands __ Organizing __________

Please explain the work that will be required of the intern:

Maintain files; perform data entry; handle tying, faxing, copying, and scanning assignments; assist with office projects; compute, record, and ensure accuracy of data; initiate/participate Corporate Social Responsibility - Recycling Programs/Environment Benefit assignments. ______________________________________________________

Will there be opportunities for the intern to observe:

Internal strategy sessions? ______ Legislative sessions? ______ Committee hearings? ______

Is the intern expected to work evenings and weekends? If so, please explain. ________________

______________________________________________________________

Do you have any suggestions for the applicants? Go to:
__https://chm.tbe.taleo.net/chm04/ats/careers/requisition.jsp?org=VALLEYNATIONAL&cws=1&ríd=6936
for more information.

THIS ELECTRONIC DOCUMENT DEMONSTRATES ROWAN'S COMMITMENT TO BEING ENVIRONMENTALLY RESPONSIBLE.
TO APPLY, go to:
https://chm.tbe.taleo.net/chm04/ats/careers/requisition.jsp?org=VALLEYNATIONAL&cws=1&rid=6936

Summer Intern Clerk - CRA (Corp. Social Responsibility)

Job Information
Location: Wayne Campus: 1455
City and State: Wayne, NJ
Hours: 40 - M - F 8:00 AM - 4:00 PM
Requisition ID: 6936
Position Type: Seasonal/Temporary
Salary Grade: N11

Description
Responsibilities include but are not limited to:

- Maintain files.
- Perform data entry.
- Handle typing, faxing, copying, and scanning assignments.
- Assist with office projects.
- Compute, record, and ensure accuracy of data.
- Initiate/participate Corporate Social Responsibility - Recycling Programs/Environment Benefit assessments
- As assigned.

Required Skills:

- Basic PC skills including knowledge of Microsoft Office, Adobe graphic software.
- Ability to operate and utilize photo copier and scanner.
- Ability to multi-task and work independently.
- Strong organizational skills.
- Attention to detail.

Required Experience:

- High School Diploma, GED or currently attending high school or college.
- Prior clerical work experience preferred.
- Environmental or related course study/volunteer experience strongly preferred.