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## JOB DESCRIPTION

POSITION TITLE:	Administrative Intern
SUPERVISOR GROUP	Deputy Director
WORKER CLASSIFICATION	Employee
OCCUPATIONAL GROUP	Clerical
WORKER STATUS	Non-Exempt
SCHEDULE & BENEFITS GROUP	Temporary

### POSITION SUMMARY

As an Administrative Intern, you will play a vital role in supporting the administrative functions of all departments within our company. This internship offers a comprehensive learning experience, allowing you to develop essential skills in communication, organization, and problem-solving. You will have the opportunity to work closely with professionals from different departments, gaining insights into various aspects of our business operations.

### KEY RESPONSIBILITIES

**General Administrative Support:** Provide administrative assistance to all departments as needed, including but not limited to data entry, filing, photocopying, and scanning documents.

**Communications:** Assist in managing internal and external communications, including answering phone calls, responding to emails, and routing messages to the appropriate staff members.

**Documentation and Reporting:** Assist in preparing reports, presentations, and other documents as required by different departments. Ensure accuracy and completeness of documentation.

**Meeting Coordination:** Help schedule meetings, arrange conference rooms, and coordinate logistical details such as catering and audiovisual equipment setup.

**Office Management:** Assist with maintaining office supplies inventory, ordering supplies, and ensuring office spaces are organized and tidy.

**Special Projects:** Support various departments with special projects and initiatives, providing research, analysis, and administrative assistance as needed.

**Other Duties:** Perform other duties as assigned.

### QUALIFICATIONS

- Strong organizational skills with keen attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to multitask and prioritize tasks effectively.
- Proactive attitude and willingness to learn new skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Seeking to further develop interpersonal communication skills, enjoy collaboration with diverse individuals and teams.

### SUPERVISION EXERCISED

This is a position with no supervisory responsibilities.

### WORKING CONDITIONS

This position primarily functions in an office environment with significant personal computer activity and is primarily sedentary in nature.

**OTHER REQUIREMENTS**

Participation in educational, professional, and training opportunities provided by Aleutian Housing Authority.

AHA is a drug and alcohol-free workplace. Mandatory drug and alcohol screening is required prior to hiring and other screening may be performed during employment per AHA’s policies.

**GENERAL**

The preceding job description is designed to indicate the general nature and level of work performed by an employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Aleutian Housing Authority reserves the right to revise this job description at any time. This job description is not a contract for employment. By signing this document the employee acknowledges that they fully understand that Aleutian Housing Authority is an “at will” employer, and therefore, either you or Aleutian Housing Authority may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

Employee: \_\_\_\_\_

\_\_\_\_\_  
Printed Name/Date

Employee Supervisor: \_\_\_\_\_

\_\_\_\_\_  
Date

Executive Director: \_\_\_\_\_

\_\_\_\_\_  
Date