

JOB DESCRIPTION FOR DEPARTMENT INTERNS

BUSINESS OFFICE INTERN

Provide general support for the administration/business and publicity units. This individual will receive the opportunity to become more familiar with museum business and administrative procedures and campus marketing during the course of fulfilling his/her responsibilities.

DUTIES WILL INCLUDE:

1. Filing, typing, processing and distributing correspondence, copying, and assisting in a variety of business office/administrative duties as needed.
2. Working on special projects as assigned by director's assistant, accounts manager, editor, and deputy director.
3. Distribution of posters and other PR materials to campus venues, residence halls, and Collegetown.
4. In coordination with the Museum Education staff, work with University faculty, staff, and student organizations to create new connections for the Museum. This includes staffing of tables at information fairs, creating materials for specific events and displays, etc.

QUALIFICATIONS NEEDED:

Previous office experience helpful. Knowledge of MicroSoft Word and Excel programs may be useful. Individual must be detail-oriented, accurate, and responsible. Workstudy or other financial assistance required (for budgetary reasons).