



Job Title	Student Intern
Department	Accounting; Department of Public Works; Health and Human Services
Employment Status	Part-time - Temporary Employment
FLSA Status	Exempt
Classification	Schedule C

Scope of Work

Accounting Department

The Student Intern will perform clerical duties and other administrative tasks for the Accounting Department. The candidate should be a college student actively seeking their degree in governmental studies, finance, or accounting with a future interest in serving the public sector.

Department of Public Works

Under the supervision of the Director of Administration and Finance for Public Services, the Student Intern will assist in the daily operation of the Administration Division for the Public Works Department.

Health and Human Services

The Student Intern will provide support to the Substance Use Prevention Program Coordinator to work on community engagement and incorporating the requirements for state MassCALL3 regional prevention grant. The staff person will assist in building engagement with youth and adults - of different races, ethnicities, ages, abilities, and experiences in regional strategic prevention planning activities including communications, data collection, relevant research, program implementation and distribution of materials to the community through online, print, and different media outlets.

Supervision

Received	Accounting Department; Director of Administration and Finance for Public Services, Substance Use and Prevent Program Coordinator
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

Accounting Department

- Perform clerical duties and other administrative tasks

- Responsible for data entry, checking AP batches, entering W9s
- Filing and boxing up old records
- Maintaining excel spreadsheets, account reconciliations and other related duties
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Department of Public Works

- Assist in public communication, procurement, and budgeting processes
- Research and data analysis
- Assist with compiling a manual for standard operating procedures, policies, and regulations within the Department
- Data collection, input, and analysis on special projects as assigned
- Provide on-going assistance with daily office functions

Health and Human Services

- Coordinate projects with area youth about substance free activities and the prevalence of substance use in the community.
- Participate in meetings and trainings with community leaders and coalition members.
- Assist in the recruitment of community members and volunteers to enhance representation in youth substance use prevention efforts.
- Help the coalition to develop a regional strategic plan for sustainability
- Outreach to focus groups and key stakeholders to help gather data for use with priorities of the coalition

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

Accounting

To be considered for the position applicants must have at least:

- College student with courses in Governmental Studies, Finance, or Accounting
- Attention to detail
- Ability to prioritize and organize
- Prior experience with Microsoft Office Suite and Infinite Visions is desired

Department of Public Works

To be considered for the position, applicants must have at least:

- Strong communication skills, both verbal and written
- High level of attention to detail and proficiency with Microsoft office products including Excel
- Enrolled in an Associates, Bachelors, or Graduate level college program

Preferred Qualifications:

- Experience with data analysis utilizing excel
- Knowledge of public sector issues or related field
- Demonstrated ability to learn new tasks within a short period of time

Health and Human Services

- An understanding of the social determinants of health and a commitment to social justice, racial and health equity.
- An understanding of culturally and linguistically appropriate services and resources.
- Knowledge of public health and/or community health and related data collection.
- Experience in community outreach to promote collaborations and partnerships within and/or across diverse stakeholder groups, agencies and communities.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer