Job Description – Intern, Administrative Assistant

Department: Library/ATS
Reports to: Executive Administrative Assistant

Position Summary

This position provides administrative support to library staff and patrons and perform a broad range of clerical, secretarial and general office duties.

Responsibilities

• Assisting in prioritization of various office activities.
• Assisting in maintaining and ordering library supplies.
• Assisting in creating report and preparing related material.
• Operating standard office machines.
• Other miscellaneous duties as assigned.

Qualification

• Required Education
  Bachelor’s degree.

• Required Experience
  Experience working in office environment is preferred.

• Required Knowledge, Skills, and Abilities
  ➢ Good knowledge of the English language, written and spoken.
  ➢ Knowledge of clerical practices desirable.
  ➢ Proficiency with basic word processing, spreadsheet, and adobe softwares desirable.
  ➢ Ability to understand and follow written and oral instructions.
  ➢ Ability to pay attention to detail.
  ➢ Ability to establish and maintain effective working relationships with superiors, associates and general public.