



TITLE: Town of Blacksburg - Administration Intern
DEPARTMENT: Administration Department
HIRING SALARY: \$9.00 per hour (Town Hall Hours Monday-Thursday 7:30 a.m. to 5:30 a.m.)
DURATION: May 10, 2021, to July 29, 2021 (12 Weeks)
STATUS: Temporary

General Description:

Town of Blacksburg, a growing, progressive, and fast-paced municipal entity, is looking for an intern interested in learning all aspects of the public administration field. The intern who fills this position should expect to learn various aspects of this field and complete this program, ready to be employed by various public and private agencies with exceptional skills. This opportunity will provide an intern the scope of work in a small progressive municipality and the ability to wear many hats at one time to develop and grow a wide variety of professional skills.

It is essential that applicants to this position have strong communication skills, demonstrate creativity, and understand the importance of attending to even the smallest details.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Screen and answer phone calls in a professional manner.
- Assist with mailings and print production.
- Greet customers and accept payment.
- Assist with screening resumes and applications.
- Ability to conduct research and interact professionally with other municipalities.
- Ability to work well and interact with members of the public as well as staff members of the Town's various departments, Department Heads, and Town Council.
- Ability to conduct research and interact professionally with other municipalities and organizations.
- Help with accounts receivable, payable, and bank statement reconciliation.
- Assist with month-end financial reports.
- Performs all other duties and tasks as required.

KNOWLEDGE SKILLS AND ABILITIES:

- Strong verbal and written communication skills
- Proficient with Microsoft Office applications
- Self-motivated, good organizational skills, detail-oriented, high aptitude for learning new skills and tasks, ability to prioritize, multitask and meet deadlines.

EDUCATION AND/OR EXPERIENCE:

Business Administration, Accounting, Finance, Marketing, Human Resource Management, Political Science, or Public Administration (working toward completion of degree).

REQUIREMENTS:

Must be 18 years or older at the time of the internship.

At least a 3.00 GPA as of January 1, 2021

Possession of a valid Driver's license.

EQUIPMENT USED:

Personal computer, including word processing and specialized software, phone, calculator, fax machine, copy machine.

PHYSICAL DEMANDS:

Must be able to physically perform the basic life operational functions of reaching, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects. Must possess the visual acuity to prepare data and statistics, operate a computer terminal, do extensive reading, and perform a visual inspection of work performed.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above information on this description has been designed to indicate the general nature and level of work performed by employees 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

HOW TO APPLY

Go to www.townofblacksburgsc.com/human-resources/ and scroll to the Application Section and Click on the "Employment Application (Fillable PDF) link. Submit the complete Employment Application, a resume, and cover letter via email to Assistant Town Administrator Jeff Wilkins jeff@townofblacksburg.com.