

**ARBOR DEVELOPMENT
EXTERNAL POSITION ANNOUNCEMENT**

Date: April 29, 2010

Contact Person: Molly Bailey, Director of Human Resources
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607-776-7664 ext. 234

Address: 16 West William Street, P.O. Box 31
Bath, New York 14810

Position Title: Summer Intern – Administrative Offices in Bath, NY

SUMMARY OF ESSENTIAL DUTIES AND RESPONSIBILITIES: Under the direct supervision of the Director of Operations, this temporary, summer, position will provide office support to the agency's Senior Management with the goal of assisting them in accomplishing short term projects schedule for the summer of 2010. This position interacts with a diverse group of important external constituents as well as internal constituents at all levels of the organization. Hours: Monday through Friday, 7:30 am – 4:00 pm, unless otherwise assigned. A description of the general duties is as follows:

1. Responsible for organizing, copying and scanning client files in line with behavioral health protocol.
2. Responsible for organizing archived files in the basement and other storage areas. This will also include converting hard copy files to electronic files.
3. Responsible for shredding files and/or discarding information when it has been determined to be of no value to the agency. Intern must receive prior approval from his/her supervisor before destroying information of any kind.
4. Responsible for conducting agency surveys, which will involve interacting with the public. Responsible for supporting administrative services as directed by Supervisor.

QUALIFICATIONS: In order to be considered, candidates must demonstrate that they possess the following knowledge, skills and abilities:

1. Must be at least 18 years of age and possess a High School Diploma. Preference will be given to candidates who possess experience working in an office, as well as successful completion of college coursework.
2. Must be highly proficient in Microsoft Office Suite, and demonstrate the ability to use this proficiency in creating and developing documents, reports, etc.
3. Must have knowledge of email applications. Must possess and be able to demonstrate excellent oral and written communication and listening skills.
4. Must be able to speak effectively and professionally with clients, co-workers, supervisors, outside professionals, vendors, funders, etc. Must have high level of interpersonal skills and demonstrate poise, tact and diplomacy.
5. Must maintain confidentiality.

APPLICATION REQUIREMENTS:

Please send applications, resumes and letters of interest to the attention of the Director of Human Resources at Arbor Development, PO Box 31, Bath, NY, 14810, or email the application materials to mbailey@arbordevelopment.org by Friday, May 14, 2010. Arbor Development is an Equal Opportunity Employer.