|  |  |  |
| --- | --- | --- |
| **High school summer internship: Data Entry** | | |
| Program  **Youth Employment Project** | | |
| Position Title  **Data Entry Program Intern** | | |
| Reports to:  **P.O.C at the Business** | | |
| Job Description Number | Pay Grade | Revision Date |

**SUMMARY:** A Data Entry Summer Intern is a student employee that assists provide quality data entry support under the direct supervision. Student Interns are exposed to different programs and tasks that prepare their skills and work habits for future careers.

**ESSENTIAL FUNCTIONS:**

* Insert customer and account data by inputting text based and numerical information from source documents within time limits
* Sort information according to priorities to prepare source data for computer entry
* Assist and obtain further information for incomplete documents
* Scan documents and print files, when needed
* Keep information confidential
* Respond to queries for information and access relevant files
* Comply with data integrity and security policies
* Ensure proper use of office equipment and address any malfunctions

**KNOWLEDGE AND SKILLS:**

***Demonstrated Knowledge of:***

* Experience with MS Office and data program
* Organization skills, with an ability to stay focused on assigned tasks

***Skilled in:***

* Using office equipment, like fax machine and scanner
* Typing speed and accuracy
* Excellent knowledge of correct spelling, grammar and punctuation
* Attention to detail

**MINIMUM QUALIFICATIONS:**

Must be actively enrolled in high school and be at least 16 years of age at the time of employment.

**LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:**

Driver’s license is preferred by not required

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work may be performed in a standard office environment or in the field. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

***APPROVALS***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immediate Supervisor Signature Date

***HUMAN RESOURCES DEPARTMENT***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Signature Date