



**JOB DESCRIPTION #100**

**TITLE:** Ancillary Support Professional

**FUNCTIONAL TITLE:** Intern

**JOB CATEGORY:** Administrative Support Staff

**REPORTS TO:** Administrative Assistant & Executive Assistant

**BASIC FUNCTIONS:** Provides administrative support and the updating and communication of information in a timely manner to ensure the smooth functioning of Seven Hills Foundation

**QUALIFACATIONS:** High School graduate with some collegiate experience. Accurate data entry skills; proficiency in Microsoft applications; excellent telephone and organizational; skills required.

**SCHEDULE:** This is a part-time position with hours generally from 8:30 a.m. to 1:30p.m, Monday, Wednesday & Friday. Occasional travel is required.

**RESPONSIBILTIES/OBJECTIVES:**

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of all the operating Affiliates of the Seven Hills Foundation.

**EXPECTATIONS:**

- The Position of the Intern is exposed to highly confidential material pertaining to the Seven Hills Foundation, its employees, and the people it supports. All information must be kept in the strictest of confidence at all times.
- To use tact and sensibility in dealing with staff, visitors, and co-workers.

**PHYSICAL REQUIREMENTS:**

- While performing required job tasks, physically able to remain seated frequently to continuously.
- While Performing required job tasks, physically able to remain standing up to 15% of the time.
- Posses dexterity abilities required to frequently perform word processing, to operate office equipment, perform filing and other related job responsibilities.

**STATUS:** Non-Exempt

**STATE CONTRACT CROSS-REFERENCE TITLE:** Not applicable

I have read and understand my job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date