



## Job Position Description

Job Title: **Intern**

- A. Main purpose of the job: **To provide upperclass students with real life experience that integrates their academic studies with the operations of Campus Operations.**
  
- B. Primary responsibilities or key duties of the job (tasks performed regularly):
  - 1. Perform assigned duties that qualify as internship experience and support a designated need for the department.
  - 2. Projects to be negotiated and assigned individually.
  - 3. Maintain a daily activity log and prepare documents for inclusion in final project or report.
  
- C. Basic qualifications:
  - 1. Able to stand, walk, bend, stoop, kneel, reach, lift, push and carry up to 50 lbs.
  - 2. Willing and able to follow directions and work independently
  - 3. Maintain valid driver's license and be insurable by BGSU
  - 4. Familiar with MS Office programs, including Word, Excel and PowerPoint
  
- D. Additional information:
  - 1. Must be attentive to detail and accuracy