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