



STUDENT INTERN

Under the general direction of the Operations Manager and direction of an assigned staff mentor, Interns provide general assistance in a variety of tasks that may include:

- Assist the Operations Manager with website updates and maintenance, perform research and prepare basic factual and analytical reports, provide general office support;
- Provide support for the Budget Officer as requested (Travel Expense Claims, spreadsheets, document preparation, etc.)
- Provide administrative assistance to Staff Counsel as requested.