

Job Description
Spring 2017
U.S. Fish and Wildlife Service
Tennessee Ecological Services Field Office

Title: Administrative Intern

Internship Duration: Approximately January 3 – April 30 (start and end dates may be flexible based on office needs and intern's schedule)

Time Commitment: Minimum 10 hours per week during normal business hours (Monday – Friday 7:30 A – 4:30 P)

Location: Tennessee Ecological Services Field Office (TNFO)
446 Neal Street, Cookeville, TN

Responsibilities:

The intern will assist the TNFO with basic administrative duties including: Database entry, organization of electronic records, scanning paper files, filing, greeting visitors, and answering phones.

Training:

Generally, training will be provided by USFWS staff in the field/office. Offsite training opportunities may be available.

Work Environment and Physical Demands:

The work is performed in an office setting using standard office equipment (e.g., computer, printer, scanner, paper shredder, and electric or manual hole punches). A workspace and computer will be assigned. The work is generally sedentary. Exceptions may include physical work that requires lifting of books or boxes (e.g., organizing files and file room).

Qualifications:

Enrollment in a college or university; good communication/writing skills; experience with basic computer applications; attention to detail.

College Credit:

Up to 4 hours of college credit could be earned through this internship.