

Job Description
Winter / Spring 2020
U.S. Fish and Wildlife Service
Raleigh Ecological Services Field Office

Title: Administrative Intern

Internship Duration: Approximately February – May 2020 (start and end dates are 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: Raleigh Ecological Services Field Office (RFO)
551-F Pylon Drive, Raleigh, NC 27606

Responsibilities:

The intern will assist the RFO with basic administrative duties including: maintaining the electronic library, organization of electronic records, scanning paper files, filing, greeting visitors, and answering phones. This work will support various programs in the office, allowing the intern to learn about the different programs and functions of an Ecological Services office. The intern may also have opportunities to assist with fieldwork and site visits as part of our fish and wildlife management.

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 copier). A workspace in the field office and a 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:

Good communication/writing skills; experience with basic computer applications; attention to detail.