



Job Description – Intern, Administrative Assistant

Department: Library/ATS

Reports to: Executive Administrative Assistant

Position Summary

This position provides administrative support to library staff and patrons and perform a broad range of clerical, secretarial and general office duties.

Responsibilities

- Assisting in prioritization of various office activities.
- Assisting in maintaining and ordering library supplies.
- Assisting in creating report and preparing related material.
- Operating standard office machines.
- Other miscellaneous duties as assigned.

Qualification

- **Required Education**

Bachelor's degree.

- **Required Experience**

Experience working in office environment is preferred.

- **Required Knowledge, Skills, and Abilities**

- Good knowledge of the English language, written and spoken.
- Knowledge of clerical practices desirable.
- Proficiency with basic word processing, spreadsheet, and adobe softwares desirable.
- Ability to understand and follow written and oral instructions.
- Ability to pay attention to detail.
- Ability to establish and maintain effective working relationships with superiors , associates and general public.