

Student Intern – General Business (Work Study)

Position type: Student Hourly

Campus: University of Massachusetts Donahue Institute (UMDI)

Department: Central Administrative Services Unit (CASU)

Primary Work Location:

100 Venture Way, 3rd Floor, Suite 9, Hadley, MA 01035

Normal Work Schedule:

Hourly position for the 2024 Spring Semester, ranging from 10 - 20 hours per week (during standard work hours). Day-to-day schedules will vary depending upon the needs of the Central Administrative Services Unit (CASU) and student availability.

Job Summary:

The University of Massachusetts Donahue Institute's (UMDI) Central Administrative Services Unit (CASU) provides a wide variety of support services to eight business units including accounting, human resources, IT, marketing, business development, and more. The Student Intern – General Business, may directly support CASU staff with various administrative tasks and will report to the Manager of Central Support Services.

Essential Functions:

The list of Student Intern – General Business functions include, but are not limited to:

- Scan & copy documents.
- Assist with events, to include planning, set-up/break-down, and staffing the events.
- Create UPS shipments, drop-off/pick-up and sort mail.
- Convert files to electronic database and archive documents.
- Answer main phone line.
- Monitor office inventory of supplies and report needed supplies to manager.
- Complete end of day office closure tasks (based on applicant's schedule).

Other Functions:

- Other duties as assigned.

Minimum Qualifications (Knowledge, Skills, Abilities, Education, Experience):

- Demonstrated attention to detail and strong organizational skills.
- Ability to:
 - effectively communicate in both verbal and written communications.
 - maintain complete confidentiality and exhibit professionalism at all times.
 - work as a member of a team in a fast-paced work environment.
 - organize priorities and work efficiently while maintaining high quality work and meeting requested timelines.
 - ability to work on site at 100 Venture Way in Hadley, MA based on operational necessity.
- Ability to present documentation establishing authorization to work in the United States.
- Eligible for work study.

Preferred Qualifications (Knowledge, Skills, Abilities, Education, Experience):

- Any UMass Amherst academic major.

Working Conditions:

- Office environment is a busy, collegial area resulting in multiple interruptions and requests for assistance.
- Some moving and transporting of supplies up to 20 pounds.
- Remote work may be allowed on occasion and must be pre-approved and performed in a location with reliable high-speed internet access, and reliable computer access, sufficiently free of distractions, where employee will be expected to maintain regular communication with supervising manager(s) and others.
- The physical/mental demands and work environment factors described above are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Additional Details:

- This position is funded by grants and/or contracts, and is contingent upon funding.
- This is an hourly non-benefited position.
- Pay rate of \$15.00/hour.
- **To be considered for the position, please submit a cover letter, resume, spring course schedule, and amount of Federal Work-Study award to Katera Como at kcomo@donahue.umass.edu by February 5, 2024 5:00pm.**