Position Title: CELEB Program Coordinator Intern  
Hourly Rate: $7.75  
Department: CELEB  
Supervisor: CELEB Director  
Work Location: CELEB  
Account Number: 04-41163-41331-00000-xxxxx

Do multiple individuals hold this position at one time? ☐ Yes  ☑ No

Number of positions available: 1

Work Schedule

A student in this position can expect to work 2 hours per day, 10 hours per week.

The student will work ☑ Monday thru Friday ☐ Saturday ☐ Sunday ☐ any day of the week.

Hours are available during the following times of the day: 8 am - 4 pm.

Department/Position Overview

CELEB promotes entrepreneurship by providing turnkey facilities and mentoring that encourages student initiated venturing. The student coordinator participates and assists the director in this endeavor.

Description of Duties and Tasks

☑ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☑ Conform to an established work schedule; reliably work set hours as assigned

☑ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☑ Maintain the confidentiality of departmental/employee/student information

☑ Run errands on and/or off campus, including campus mail pick-up and delivery

☑ Perform light cleaning, departmental organization, and upkeep as required

☑ Work efficiently and accurately without immediate supervision

☑ Compile financial and statistical reports

☑ Support marketing efforts

☑ Coordinate and prepare disbursement records
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: Microsoft Word, Excel, Powerpoint, Email
- Familiarity with specific equipment, listed here: Printer, Scanner, Copier, and Projector
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: completion of courses in accounting, money & banking, quantitative methods, or econometrics, or prior work experience that demonstrates financial competency
- Proficiency with spreadsheets and databases
- Ability to recognize duties not specifically assigned