

## **Unique People Services Job Description**

**Job Title:** Administrative Intern  
**Department:** Administration – Main Office  
**Reports To:**  
**Prepared By:** HR Director  
**Prepared Date:** 1-12-12  
**Revised Date:**

**SUMMARY** Unique People Services (UPS) is seeking several unpaid administrative interns for several departments at our Main office in the Bronx for approximately 20 hours a week during the school year.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assist with performing clerical and support duties required by the department.
- Answering telephones, filing, photocopying and working on special projects.
- Depending on the department, responsibilities will vary.

### **QUALIFICATIONS:**

- Computer literacy in WordPerfect and Excel.
- Excellent verbal communication skills and good telephone etiquette.
- Ability to work with a diverse group.
- Desire to make an impact in the organization

Please fax cover letter and resume to Attn: HR Department (718) 231-7720 or e-mail to: [recruit@uniquepeopleservices.org](mailto:recruit@uniquepeopleservices.org)