

Veterans Services Agency Intern

Role and Responsibilities:

- Answering calls and scheduling appointments
- Assisting veterans
- Gathering online data for reports
- Tabling at events to meet and greet Veterans and family members
- Filing

Qualifications and Education Requirements:

Must be enrolled in High School, College, or Graduate school at the time of application.

Specific Majors, coursework or backgrounds that would be helpful to this work:

History, Social Sciences, Social Work, Communications

Preferred Skills:

- Good personality
- Ability to work with the public and clients
- Ability to answer phone calls
- Computer skills
- Confidentiality

Department: Veterans Service Agency

Location: Donald B. Smith Governmental Campus
110 Old Route 6
Carmel, NY 10512

Hourly Rate:	High School Student	\$12
	College Student	\$13
	Graduate Student	\$14

Schedule: 28 hours/week for 8 weeks