



DORCAS INTERNATIONAL

INSTITUTE OF RHODE ISLAND

Education Administrative Assistant Internship Description

Job Title: Education Administrative Assistant

Brief Job Summary:

It is the goal of Dorcas International Institute of Rhode Island (DIIRI) to empower all students and clients. We do this in many different ways, with a key focus on education and workforce development. This intern would serve in the Education & Training Department for the purpose of assisting department staff members with various administrative and clerical tasks.

The intern would primarily assist the department's director and its two education coordinators. Additionally, the intern will assist teachers when directed by the department's administrative staff.

The Education Administrative Assistant will support the department through the collection of information, data entry, research, document creation, and work on special projects. Some examples of potential work could be: Throughout the year the department is required to report its progress to a number of funders. A variety of data and information are needed for these reports. This intern will be directed to collect some of that data and information in order for the administrative staff to write the reports. Another possible work situation would be the creation of a questionnaire for students. The intern would work with the administrative staff to create, print, and distribute the survey to students in the classroom. The intern could collect, tabulate the results, and present them in writing to the staff.

The Education Administrative Assistant will report to the Education & Training Director.

Key Duties and Responsibilities may include:

- Communication by phone, email, and in person
- Create surveys/questionnaires to gather needed information and distribute them as needed
- Research and collect data via the Web, email requests, and personal interviews
- Create, revise, and update Microsoft Word documents, Excel spreadsheets, and PowerPoint presentations
- Perform various clerical tasks including data entry, photocopying, collating, organizing, and filing
- Work independently and directly with department and agency staff and students

Skills and Qualifications:

- Comfortable working with individuals from many diverse cultures, including non-English speakers
- Excellent written and inter-personal communication skills



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- Computer proficient: online search engines, email, Microsoft Word, Excel and PowerPoint.
- Comfortable with making phone calls and composing emails
- Model professionalism in actions, dress, and communication
- Flexible: able to work with changing priorities when necessary
- Promise of confidentiality

Training: An agency orientation and on-site training will be provided.

To Apply:

Please contact Brandon Lozeau, Community Relations Manager, at 401-784-8649 or brandonlozeau@diiri.org.