



Title: Data/Office Support Summer Internship

District/Organization: COPESD

Position/Type Contracted Temporary Summer Internship

Salary: Monday-Thursday, 32 hours a week at \$12.50 an hour

Deadline to apply: April 30, 2020 or until filled

Contracted Details

The intern is responsible for working across multiple programs to assist COPESD in areas including data entry, data screening, and assisting with business services. This is a 12-week position; start date is flexible based on availability.

Primary Duties and Responsibilities

(Essential functions in terms of the American's with Disabilities Act)

- Provides general administrative support: file and organize.
- Provides exceptional customer support for internal and external customers.
- Assists staff in various accounting procedures for the COPESD and constituent districts.
- Assists with business services.
- Assists in the development of computerized reports and databases.
- May assist business services/accounting staff in the areas of payroll, accounts receivable, accounts payable, grant monitoring and general ledger as well as preparing financial reports, as assigned by the immediate supervisor.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Desired Qualities

- Self-starter
- Reliable
- Detail oriented
- Problem solving ability
- Strong team player
- Interpersonal/communication skills

Education: High School diploma/equivalent required. Twelve (12) hours documented college level coursework in accounting, business related field, or computer information systems required.

Experience: One year documented work experience in accounting business or computer information systems.

Contact: Rich Marshall at marshallr@opesd.org

Terms of Employment

Cheboygan-Otsego-Presque Isle ESD 6065 Learning Lane Indian River, MI 49749
Phone: 231-238-9394 Fax: 231-238-8551



Title: Data/Office Support Summer Internship

District/Organization: Cheboygan-Otsego-Presque Isle Educational Service District (COPESD)

Position/Type Contracted Temporary Summer Internship for College Student in Accounting, Computer Information Systems, or Similar Field

Salary: Monday-Thursday, 32 hours a week at \$12.50 an hour

Deadline to apply: April 30, 2020 or until filled

Anticipated Start Date: May or June, depending on availability

Application Procedure:

Qualified Applicants may apply by email or in hard copy with a Resume and Credentials to:

Mr. Rich Marshall--Director of Instructional Services

Cheboygan-Otsego-Presque Isle Educational Service District (COPESD)

6065 Learning Lane

Indian River, MI 49749

Fax: (231) 238-8551

Email: marshallr@opesd.org

This job description is not an employment contract and should not be construed as such. Additionally, no other statement, verbal or written, is to be interpreted to constitute an employment contract or an employment relationship other than at-will. Employment in support staff positions with Cheboygan Otsego Presque Isle Educational Service District (COPESD) is not by annual contract but rather is at-will, and terminable either by the employee or the employer at any time, with or without cause, except as otherwise provided by law.

This current job description supersedes all prior descriptions and all previous versions of the job description are null and void. This job description may be amended or modified at any time by the employer. Any such modification will be timely communicated to all affected employees.