



Sample High School Intern Positions – Business and Finance

Human Resources

Responsibilities:

- Prepare job postings for available positions.
- Schedule phone screens and interviews.
- Send out assessment/skill testing.
- Keep payroll data up to date in HRIS database.
- Calculate salary for employee positions.
- Compile salary list for different departments.
- Keep track of staff's hours for payroll.
- Export and submit hours to manager for payroll.
- Draft and send out HR-related memos.
- Support in planning employee engagement activities.

Qualifications/Requirements:

- Ability to communicate effectively at all levels.
- Ability to work in a team environment.
- Detail oriented with strong organizational skills.
- Strong written and verbal communication skills.
- Ability to multitask and maintain confidentiality.
- Positive, ability to work in a fast-paced environment.
- Proficient in Microsoft Excel, PowerPoint, Outlook, and Word.
- Familiarity with Google applications/tools.

Administrative Assistant Intern

Responsibilities:

- Answer phones and give information to callers or route call to appropriate person, take complete and detailed messages.
- Greet visitors, ascertain nature of business and conduct visitors to appropriate person.
- Compose letters, emails and presentation materials from verbal direction.
- Organize paperwork, files and maintains correspondence and other records.
- Make copies of correspondence or other printed matter.
- Maintain calendar and contact list.
- Schedule appointments for conference room.
- Support in arranging travel schedule and reservations.
- Prepare expense reports, maintain office files and order supplies as needed.
- Perform other related duties and responsibilities as required

Qualifications/Requirements:

- Ability to multi-task.
- Ability to work independently
- Excellent verbal and written skills.
- Excellent organizational and interpersonal service skills.
- Effective telephone and in-person communication skills.



- Demonstrate cultural competence with diverse clients, staff and visitors.
- Ability to take initiative, prioritize and follow through on different tasks.
- Excellent professionalism and tact, consistently positive.
- Strong computer and software skills including Microsoft Excel, PowerPoint, Word, and Outlook, some knowledge of QuickBooks.

Reference

Accounting Intern

Responsibilities:

- Assist with compiling and reviewing budget reports with financial analyst.
- Help review financial statement from annual report and business plans.
- Help gather documents in preparation for the annual audit.
- Assist Accounts Payable Specialist with purchasing and receiving cycle.
- Assist with preparation of account reconciliations.
- Input receipt data into company's accounting software, keep track of company expenses.
- Under guidance, create/draft contract and loan agreements.
- Scan and maintain files, including weekly filing of accounts payable documentations and vendor contracts.
- Assist in documentation preparation, such as documenting procedures and drafting presentations.

Qualifications/Requirements:

- Some coursework or knowledge in accounting, finance, or related fields.
- Attention to detail and good organizational skills.
- Excellent verbal, written communication skills and interpersonal skills.
- Ability to work independently in a fast-paced environment.
- Proficiency with Microsoft Office—Excel, Word, and PowerPoint.
- Good computer skills, familiarity with accounting software preferred.
- Demonstrate interests in the finance and accounting area

Sales, Marketing and Special Events Intern

Responsibilities:

- Assist in developing and posting social media content (Facebook, LinkedIn, Twitter, Google+, Instagram, Pinterest).
- Data entry of email addresses.
- Maintain monthly email newsletter list.
- Send follow-up emails.
- Assist in creation of sales and marketing materials, such as sell-sheets, pitch materials and fliers.
- Assist the sales team in managing Salesforce accounts.
- Assist in marketing events and marketing and advertising promotional activities.

Qualifications/Requirements:

- Strong verbal and written communication skills.



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- Good planning and organizational skills.
- Ability to work independently in a team environment.
- Excellent interpersonal and follow-up skills.
- Familiar and comfortable using digital and social media platforms such as Facebook, Twitter, Instagram and WordPress.
- Proficiency in Microsoft Word, Excel, Gmail, Dropbox required.
- Proficiency in Photoshop, InDesign and PowerPoint preferred.

[Reference](#)

[Reference](#)

Adapted from material created by the NYC Labor Market Information Service, CUNY Graduate Center.