

**POSITION TITLE:** Intern, Business Administration

**INTERN NAME:**

**DATE:**

**SUPERVISOR:**

**SENIOR DIRECTOR:**

| Position Responsibilities                                                                              | Experiences/Trainings to Complete                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Due Date |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <ul style="list-style-type: none"><li>Attend All-Staff Meetings</li></ul>                              | <ul style="list-style-type: none"><li>Develop weekly schedule</li><li>Continue Develop a time management and task system</li><li>Help develop the details of a new project, communicate the necessary details and bring others along with the change</li></ul>                                                                                                                                                                                                                                                                                                     |          |
| <ul style="list-style-type: none"><li>Gain a full understanding of these business operations</li></ul> | <p><b>Finance</b></p> <ul style="list-style-type: none"><li>Assist count time on Monday mornings</li><li>Observe accounts payable process</li><li>Budgeting process/questions</li><li>Monthly financial reports in quickbooks</li></ul> <p><b>Data</b></p> <ul style="list-style-type: none"><li>How numbers influence decisions</li><li>What are numbers telling us: trends</li><li>What are we expecting: projections</li></ul> <p><b>Procurement/Purchasing/Logistics</b></p> <ul style="list-style-type: none"><li>Purchasing, ordering and delivery</li></ul> |          |