



## 2014-2015 High School Intern Summary of Duties & Expectations

- Organize receipts
- Enter information into QuickBooks
- Complete an annual expense summary using Microsoft Excel
- Assist with direct mail campaigns using Microsoft Word
- Update customer information into Nutshell, a web-based CRM program
- Write blogs from Rusty the Dragon on his webpage ([www.mndragon.com](http://www.mndragon.com)) and on his Facebook page. Post cartoons and other dragon-related information. (Social media)
- Other tasks as assigned by the president (Linda Laitala)

### **Skills required:**

Careful and accurate with numbers

Effective writing and communication skills

Knowledge of – or willing to learn – Microsoft Word and Excel

Working knowledge of Internet, blogs, social media (Facebook)

Creative

Fun to work with

Flexible schedule

## Expectations

What I expect from you	What you can expect from me
<ul style="list-style-type: none"><li>• Honesty</li></ul>	<ul style="list-style-type: none"><li>• Honesty</li></ul>
<ul style="list-style-type: none"><li>• Dependability – you do what you say you'll do</li></ul>	<ul style="list-style-type: none"><li>• Training</li></ul>
<ul style="list-style-type: none"><li>• Accuracy</li></ul>	<ul style="list-style-type: none"><li>• An explanation of why things are done and the importance of what I ask you to do</li></ul>
<ul style="list-style-type: none"><li>• That when you make a mistake you'll be upfront and honest about it</li></ul>	<ul style="list-style-type: none"><li>• I won't get mad when you make a mistake</li></ul>
<ul style="list-style-type: none"><li>• New ideas</li></ul>	<ul style="list-style-type: none"><li>• Openness</li></ul>
<ul style="list-style-type: none"><li>• Questions</li></ul>	<ul style="list-style-type: none"><li>• A pay check every week you work</li></ul>

### What does the intern receive (besides a salary)?

- Real life business experience
- Being able to sit in on an advisory board meeting of business owners
- Flexibility around test and school needs
- Build office and entrepreneurial skills
- Invitation to attend annual corporate board meetings and fundraising events as my guest