

## Administrative Support Intern

**Northern Initiatives**, Northern Initiatives (NI) is a non-profit Community Development Financial Institution that provides access to capital, information and markets to advance and connect small businesses and their communities. Northern Initiatives supports entrepreneurs, business, manufacturing firms, banks, educational institutions, and non-profit organizations in a common effort to strengthen the economy of Michigan and Northeastern Wisconsin.

To learn more about Northern Initiatives visit [www.northerninitiatives.org](http://www.northerninitiatives.org) or find us on [Facebook](#).

### Position Summary

As an Administrative Support Intern your work will center on providing assistance to organize, administer, and support Northern Initiatives' daily operations.

Key duties include:

- Act as the first point of contact for customers and visitors, providing exemplary customer service through courteous, informative, and prompt handling of requests.
- Answer and route incoming calls, monitor voicemail and answering system, forward messages as appropriate.
- Sort and distribute incoming mail. Comply with established procedures for the receipt of invoices, checks, etc.
- Compile and mail informational packets, compose accompanying memorandum, etc, as directed.
- Support Board of Directors meetings and general events coordination with scheduling, transportation planning, travel arrangements, etc.
- Support file sharing and document retention.
- Special project work as assigned.

## Qualifications

- **Student must be currently enrolled at NMU. A grade point average of 3.0 or higher is preferred. Sophomore or Junior level student with a major in a business related field would be most suitable for this position.**
- Excellent verbal and written communication skills.
- High degree of accuracy and attention to detail.
- Experience in using and researching topics on the internet.
- Experience in developing presentation materials using PowerPoint or similar tools
- Proficiency in Microsoft Office software products
- Work study preferred, but not required

## Expectations

- Maintain professionalism and confidentiality at all times and exhibit a high quality of competence in carrying out duties.
- Work on multiple projects at one time, maintaining flexibility and patience in balancing work assignments.
- Observe safety, health, and sanitation codes, as well as regulations, policies, and practices required by Northern Initiatives.
- Exhibit willingness to work as part of a team.

## Wage and Other Information

- Wage for this internship is \$10.61 per hour.
- It is expected that the position will require the student to work approximately 15-20 hours per week during the fall and winter semesters and up to 30 hours per week during the summer semester.
- The position can be used as internship credit, which is to be setup by the student and department. This is optional and not a requirement for the position.
- Northern Initiatives is located on NMU's Campus in the Jacobetti Complex.

Interested students should submit an application, resume, and at least 2 references to Northern Initiatives, Marquette, MI 49855. All positions will be located at the Northern Initiatives' office, Suite 202, Jacobetti Complex, Northern Michigan University.

The application can be downloaded at: <http://www.northerninitiatives.org/internships>.

Send application packets c/o:  
Christine Rector  
crector@northerninitiatives.org