



# WE ARE HIRING!

**STUDENT INTERN POSITION FOR SUMMER!**  
**RATE OF PAY: \$19.94/HR**

**Ontario County Board of Supervisors is currently seeking applicants to fill a Student Intern vacancy.**

## **MINIMUM QUALIFICATIONS:**

The Ontario County Board of Supervisors is looking for a student who has completed one (1) year of college study from a college or university with a major in business, engineering, finance, marketing, planning, public administration, human resources, nursing, criminal justice, statistics, or a closely related field AND must be currently enrolled full-time in an accredited college degree program at time of application.

## **DUTIES INCLUDE BUT NOT LIMITED TO:**

- Attend Committee and Board meetings to learn how County government works.
- Assist office with meetings, data entry, phone calls, and more.
- Assist with updating the Board of Supervisors section of the County website.
- Assist with analyzing data from our new software.
- Assist with updating procedures.
- Assist with research requests.

**To apply visit:** <https://ontario-portal.mycivilservice.com/jobopps>