



WE ARE HIRING!

STUDENT INTERN POSITION FOR WINTER! RATE OF PAY: \$20/HR

Ontario County's Clerk to the Board of Supervisors is currently seeking applicants to fill a Student Intern vacancy.

DUTIES INCLUDE BUT ARE 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 software platforms.
- Assist with updating procedures.
- Assist with research requests

MINIMUM QUALIFICATIONS:

Completion of 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.

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