

# Office Administration Intern

Hunter James Kelly Research Institute (HJKRI)

APPROXIMATE HOURS PER WEEK

4 – 6 hours/week

## TRAVEL PERCENTAGE

No Travel

## DESCRIPTION

In partnership with UB Career Services, the Hunter James Kelly Research Institute (HJKRI) has an exciting internship available for UB students interested in business and office administration. The student will gain experience by assisting the organization and management of its general administration by providing support for the Institute's administrative and laboratory staff. Assignments may include keying text, memoranda, and letters; preparing and distributing photocopies; answering phones and directing calls; opening, sorting, and distributing mail; maintaining and updating files; preparing orders; tracking expenditures; collecting and arranging material for reports; maintaining and updating departmental or office databases.

**NOTE: We would like someone ideally to commit for at least 2 or more semesters, including Summer.**

The HJKRI is a unique research institute which aims to study myelin formation and repair, with the goal of translating this research into prognostic, diagnostic and treatment applications in cooperation with the University at Buffalo's School of Medicine and Biomedical Sciences and Hunter's Hope Foundation.

## LOCATION

City

701 Ellicott Street

NYS Center of Excellence in Bioinformatics and Life Sciences (CBLS)

Buffalo 14203

State/Province

New York

Country

United States

## POSITION TYPE

**Internship Unpaid on UB campus**

## DESIRED MAJOR(S)

Management/Business Administration, Management/Business Administration/Human Resources Management, Management/Business Administration/Operation & Supply Chain Mgt, Special Major

## DESIRED CLASS LEVEL(S)

Freshman, Sophomore, Junior

## JOB FUNCTION

Business – General Management, Health & Medical – Health Services/Administration, Health & Medical – Research, Non Profit – Administration, Management, Office/Administrative & Customer Support

## DURATION

**NOTE: We would like someone ideally to commit for at least 2 or more semesters, including Summer.**

## QUALIFICATIONS

The ideal intern will possess the following knowledge and skills:

- Excellent verbal and written communication skills
- Organizational skills with strong attention to detail
- Ability to manage projects and/or work with some independence on a directed project
- Familiar with Microsoft Office Suite and various office equipment
- High school levels of literacy and numeracy and training in business practices or office procedures
- Some knowledge of medical/scientific terminology is desired
- Pursuing a college degree related to business, data processing, or informatics

## CONTACT INFORMATION

Ms. Maureen Milligan

Research Administrator

NYS Center of Excellence

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