

EXECUTIVE ADMINISTRATION INTERN

Location: New Castle, Delaware

Hourly Rate: \$15.00 (Undergraduate Student)-\$16.00 (Graduate Program Students)

Opening Date: November 23, 2022

Closing Date: March 1, 2023

I. POSITION SUMMARY

This position is responsible for assisting the Executive Director with projects as needed in operational planning and project management analysis. This position may work with other staff to assist in developing programs, procedures, and practices in support of business operations as directed by the Executive Director. Special studies or analyses and knowledge of social media platforms may be required.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs special research and analysis with staff in providing policy formulation
- Prepares analytical, evaluative, and statistical studies for use by the Executive Director and other management staff
- Assists with documentation of processes and procedures
- Assists in social media initiatives
- Research new business concepts and ideas
- Helps organize business plans, business ideas, etc.
- Follows up with business relationships
- Approaches all problem-solving by focusing on the customer first
- Provides the highest level of customer service and professionalism to all internal and external customers
- May be asked to travel to multiple sites
- Performs other duties as assigned

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of principles and practices of general accounting, budget formulation/preparation, analysis, and control
- General knowledge of principles and practices of business and/or public administration
- Strong analytical skills
- Social Media knowledge across a diversity of platforms, including Facebook, Twitter, and Instagram
- Ability to appropriately handle very sensitive and confidential information
- Ability to work across all levels of the organization
- Self-motivated and able to work independently
- Proficient in PowerPoint, Word, and Excel
- Effective verbal and written communication skills
- Strong time management and organization skills

- Ability to multi-task and work in a fast-paced environment
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- Sophomore, Junior, or Senior in college with a demonstrated interest in management and business

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V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid Driver's License

VI. ADDITIONAL REQUIREMENTS

- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- All potential employees will be subject to a background investigation
- Subject to pre-employment drug testing

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If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, please attach a resume to the completed application.

The Delaware River & Bay Authority is an Equal Opportunity Employer (EOE).

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