EXECUTIVE ADMINISTRATION INTERN

Location: Delaware Memorial Bridge, New Castle, DE

Hourly Rate: $16.00 (Undergraduate Student) $18.00 (Graduate Program Students)

Opening Date: December 17, 2025 Closing Date: February 17, 2026

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 will work with Executive Team members and 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 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
- Contributes to the development of processes and procedures related to organizational development
- Helps organize business plans, business ideas, etc.
- Assists with administrative tasks to support the team.
- Assists with Board Meetings.
- Tracks meeting outcomes, records follow-through items, identifies ongoing priorities, and helps monitor progress toward next steps that emerge from executive engagements
- 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
- 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.

V. LICENSES, REGISTRATIONS AND/OR CERTIFICATIONS

- Valid driver's license

VI. ADDITIONAL REQUIREMENTS

- Subject to a background check and pre-employment drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution to receive their bi-weekly pay

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