

## INTERN JOB/DUTIES DESCRIPTION

<b>TITLE:</b>	Ways to Work Loan Program Intern
<b>SUPERVISOR:</b>	Dinash Lal, Program Coordinator Ways to Work Loan Program
<b>DESCRIPTION/SUMMARY /GOAL:</b>	<p>Any and all semesters, ongoing.</p> <p>We are looking for college students interested in gaining experience in Human Services/Community Services, Banking and Finance. Task will include administration as well as Case Management responsibilities. Students will be exposed to financial counseling, debt collection, banking, human services/community services, outreach and marketing.</p> <p>15 hours/week</p>
<b>QUALIFICATIONS:</b>	College or graduate school students are welcome to apply.
<b>REQUIREMENT:</b>	Students that possess organizational skills, basic computer knowledge, able to multi-task and have the ability to communicate effectively with clients and have a strong desire to learn.
<b>OTHER NOTES:</b>	