



## **Job Description**

**Job Title:** Administrative Aide Internship

**Exempt Status:** Non-Exempt

**Reports to:** HR Manager

**Pay Rate:** \$15.50

### **Job Summary:**

The Morristown Parking Authority (MPA) is devoted to the betterment of the town of Morristown by providing a public parking system that is well-maintained, clean, safe, affordable, facilitates traffic flow, and serves the best interests of its patrons, town residents, and business community.

The MPA is looking for a part-time Administrative Aide Intern to begin in May to support the day-to-day operations of our administrative and accounting staff. This internship provides a unique opportunity to gain insight into the inner workings of local governance, contribute to various projects, and gain hands-on experience while in one of the state's most vibrant and active downtowns.

### **Responsibilities:**

- Assist with general office tasks, including filing, data entry, and document management;
- Answer and direct phone calls, take messages, and provide information to callers;
- Assist parkers in our facilities using our Parking Access Revenue Control System;
- Draft and edit official correspondence, emails, and other written materials;
- Maintain and update records and files in an organized and systematic manner;
- Assist in archiving and retrieving documents as needed;
- Conduct research on relevant topics to support decision-making processes;
- Compile and analyze data to assist in the preparation of reports;
- Collaborate with team members on various projects and initiatives;
- Provide administrative support to project managers and team leaders; and
- Attend relevant training sessions, workshops, and meetings to enhance skills and knowledge;

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Currently enrollment in a college or university program (credited courses are preferred but not required);
- Positive attitude and professional demeanor;
- Customer service experience;
- Able to multitask effectively;
- Strong organizational skills with attention to detail;
- Excellent verbal and written communication skills;
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint);
- Ability to work independently and as part of a team.

**Physical Requirements:**

- Able to lift and/or move up to 10-15 pounds;
- Ability to stand and sit for long durations.

**DISCLAIMER: This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change at any time with or without notice.**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_