

Internship Job Description

Coastal Carolina University

Employer Information:

Company Name: Habitat for Humanity Georgetown County
Address: PO Box 2411, 1907 Hampton Ct, Georgetown, SC 29442
Telephone: 843-546-5685 x7 Fax: 843-545-1558 Website: www.habitatgeorgetown.com
Employer Contact: Annette Perreault Title: Executive Director

Position Information:

Position Title: Assistant to Financial Coordinator Location: Habitat Office, 1907 Hampton Ct.
Work Term: Fall Spring Summer Unpaid Paid _____ (Compensation)
Work Hours: (10-20 hrs/wk.) _____ (30-40 hrs/wk.) _____ (other) 1 # of openings
Starting Date: Sept 8 Ending Date: Nov. 17 Schedule: Mondays, Thursdays 9:00-3:00
Site Supervisor Lisa Hergenrother Phone 843-546-5685 x6 Email Lisa@habitatgeorgetown.com

Job Description (attach additional pages if needed): Assisting Financial Coordinator with: accounts payable/receivable, recalculating escrow, monitoring mortgage payments, grant compliance, budget analysis, running/reviewing general ledger weekly, invoicing, preparing information for monthly Board meetings
Requirements: excellent oral and written communication skills, motivated and able to take initiative; ability to work with diverse groups of people, knowledge of QuickBooks
Preferred: proficient with Microsoft Office – Word, Excel, organizational skills

Student Application Requirements: Resume Transcripts Employer Application Portfolio
 GPA Required Accounting/Business Admin. (knowledge of QuickBooks) Preferred Majors

Assisting Financial Coordinator

Signature of Employer: _____ Date: _____
Phone: 546-5685 x7 Email: annette@habitatgeorgetown.com

Students will receive academic credit at the completion of their internship based upon your assessment of their work performance and satisfactory completion of their academic assignments. Clear orientation, direction, and evaluation by the Employer Site Supervisor are critical to the Intern's success.

Mail, fax, or email completed form to:
Robert Bulsza, Internship Coordinator
Coastal Carolina University Career Services Center
PO Box 261954
Conway, SC 29528-6054
(843) 234-3450 Fax (843) 349-2718
rbulsza@coastal.edu

FOR CCU USE ONLY Date Received: _____
Academic Credit Approve Not Approved Course # _____ Major _____
Faculty Supervisor _____ Dept. _____ Phone _____ Email _____