

Hays County Development Services

Position Available: Business Administration Intern

Internships at Hays County Development Services offer distinctive, hands-on experience and exceptional work opportunities. As an intern, you will work alongside Hays County employees to provide support in all aspects of business administration.

Responsibilities include:

- Assist in creating and modifying documents used in office
- Provide customer service
- Analyze data to identify areas of opportunity and efficiency
- Engage in activities related to accounts receivable such as helping to prepare invoices and taking in client payments
- Assist in office wide projects
- Assist with the quality checking of scanned documents
- Assist in conducting research projects

Knowledge, Skills, and Abilities:

- Solid reasoning, analytical, technical, mathematical and language abilities
- Must possess excellent work ethic and ability to self-motivate
- Must be able to multi-task as well as communicate well with clients
- Understands the importance of being a team player

Although this is an unpaid internship, it is expected that interns work a minimum of 15 - 20 hours per week. Students with a GPA of 3.0 or higher are encouraged to apply. Summer, Fall, and Spring sessions are offered.

The Application Process: All intern applicants should submit a cover letter and a resume by email. The cover letter should clearly state the position the applicant is applying for, the semester of interest, approximate date on which he/she would be available to begin work in selected, and why he/she would be a good fit for the position desired.

Application Dates: Applicants are encouraged to apply as early as possible in advance of the deadline. Invitations for interviews are sent out starting approximately two weeks before the states deadline below.

Spring Semester (January through May): Please submit your application by October 15.

Summer Semester (May through August): Please submit your application by February 15.

Fall Semester (September through December): Please submit your application by August 15.

Please send applications by email to: lisa.griffin@co.hays.tx.us