

Micro Internship:

Project Description: The primary responsibility of this role is to sort, scan, and manage sensitive documents, ensuring their accurate and secure digitization into our document management system. The student will also gain experience in using software management and document organization.

Desired Majors: Business, Human Resources

Approx. Length: Flexible Start Date, 40 hours

Format: In-Person, \$15/hr.

Contact: Confidential Assistant
denetra.bauer@dboone.org
610-582-6140 x1141

In cooperation with the KU Career Development Center

Questions?: careerhelp@kutztown.edu