

Secretary Intern



**Reports
to:**

Secretary

**Semest
er:**

Fall 2018

Position Overview:

The Secretary Intern must be a committed and active member of the organization willing to help the Secretary with their designated tasks. He/she must be prepared to cover the Secretary in the event they are unable to attend events. In addition, the Secretary Intern develops and maintains relationships with other officers and members while incorporating professionalism, respect, integrity, and compassion in all they do.

Essential Functions:

- Assist in taking roll at each event with the Card Reader
- Aid in creating and editing the bi-weekly newsletter
- Create Announcement PowerPoint to be presented at the beginning of most events
- Help keep member points up-to-date

Requirements:

- Member of The Finance Association
- Experience with Excel and PowerPoint Creative and organized
- Attention to detail in editing and revising documents
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