



Cow Creek Government Office

Housing Intern

Job Code: 1390
Department: Education
Location: Roseburg, OR.
Minimum Hourly: \$15.00

POSITION PURPOSE:

Assists the Tribal Housing program with record retention, organization, general clerical duties, and event preparation as needed.

Position Duties:

- Supply organization.
- Printing, copying, and filing.
- Spreadsheet tracking.
- Assisting with mailings.
- Assist in research as needed.
- Data entry.
- Assist with scheduling.
- Other duties as assigned.

QUALIFICATIONS:

- Currently enrolled in high school.
- Able to read and comprehend verbal and written instructions.
- Effective communication skills.
- Attention to detail, and detail oriented.
- Positive attitude, eager to learn, willing to take direction.
- Able to maintain composure when under stress.