



# Cow Creek Government Office

## UIDC Properties Intern

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

### POSITION PURPOSE:

Supports the UIDC Properties division by performing groundskeeping, basic maintenance, and administrative duties.

### Position Duties:

- Assists with groundskeeping tasks, including weeding, pruning, watering, and planting.
- Assist office staff with filing, mailing, and general administrative tasks.
- Other duties as assigned.

### QUALIFICATIONS:

- Currently enrolled in high school.
- Able to read and comprehend directions and manuals.
- Effective communication skills: face to face, phone, emails.
- Positive attitude, eager to learn, willing to take direction,
- Interest, desire, and curiosity to learn more about maintenance, groundskeeping, and Property Management.