

POSITION TITLE: Student Intern Administrative

DUTIES:

Provide support on accounting, project controls, or Human Resource related projects and tasks while working with the Savannah River Remediation (SRR) Team. The work assignment is geared to enhance the student intern's professional development in an area related to their studies while becoming familiar with the mission of SRR.

Guidance will be provided using SRR processes and procedures.

REQUIRED QUALIFICATIONS:

Education:

Must be a full-time student pursuing a 4 year/bachelor degree in Business, Finance, Accounting or other liberal arts.

Experience /Skills: None.

Work Hours:

A 40 hour work week is scheduled. SRS utilizes various work schedules; including 5/8s (8 hours/day; five days per week), 4/10s (10 hours/day; four days per week), and a 9/80s (9 hours/day, five days on week A and 4 days on week B). Work week excludes SRR holidays. Each work day has a 30-minute lunch.

Area Security Access:

A security clearance is not initially required; however, candidate must be capable of obtaining an L clearance if required to perform assigned duties.