

The AAA Way

Demonstrating expertise, passion, and accountability in our work by continuously pursuing growth and learning

JOB TITLE: Education & Office Management Intern
DEPARTMENT: Driver Training
REPORTS TO: Assistant Manager of Driver Training
FLSA STATUS: Non-Exempt
PREPARED BY: Michael Formanowicz
PREPARED DATE: March 9, 2018
APPROVED DATE:
GRADE: 14

ORGANIZATION SUMMARY

AAA Western & Central New York is a not-for-profit, serving nearly 855,000 members throughout Upstate New York. AAA provides its members with world-class travel, insurance, financial, and automotive services 24 hours a day, 7 days a week through its AAA Travel & Insurance Centers and online at www.AAA.com.

JOB SUMMARY

The selected intern will have the opportunity to learn about and practice their professional skills in a traditional office environment. They will work out of our Amherst office to provide office management support for AAA's Driver Programs Department, which provides drivers education classes to new and experienced drivers of all ages. Duties will include:

- To receive training on best practices for driver instruction and the program and office management structures that support the department
- Supporting record keeping efforts by using Microsoft Excel to enter and update student information
- Help with managing the schedules of our Driver Instructors
- Filing information as needed

QUALIFICATIONS

- Has completed at least one year of postsecondary education
- Strong organizational and time management skills, while having the ability to work independently.
- Strong accurate keyboard skills and PC skills including familiarity and hands on usage of Excel, Word and Power Point.
- Must be familiar with general office procedures
- Ability to communicate with all levels of management, employees, members, and the general public
- Ability to resolve routine problems and conflicts.
- Recognize and suggest solutions to potential problems.
- Ability to clearly explain information in written, verbal and other forms of communication.

- Occasionally lift and/or move up to 30 pounds.
- Multi-tasking on a regular basis and ability to work at a fast pace under pressure.

To apply, submit:

Resume
Cover letter

To: buffalointernships@sayyestoeducation.org

Deadline:

April 11, 2018