

# Say Yes Buffalo Employment Opportunity

**Organization Name:** New York State Education Department Board of Regents

**Location:** 508 Main Street, Buffalo, NY, 14202

**Website:** <https://www.regents.nysed.gov/members/catherine-collins>

**Internship Title:** Administrative Assistant to Regent Dr. Catherine Collins

## **Internship Duties and Responsibilities:**

This position requires clerical tasks such as filing, scheduling meetings and staying up-to-date on all correspondence. In addition, you may accompany the Regent to important meetings or events and run work related errands across the city upon request.

This is an exciting opportunity to learn more about the Buffalo Public School system, it's partners, and how to improve the lives of students and their families.

## **Minimum Requirements**

- Desired skills:
  - Say Yes Scholar in good academic standing or recent Say Yes graduate
  - Proficiency in Microsoft Office
  - Self-starter and able to work independently
  - Detail oriented and strong communication skills
  - Related work experience
  - Must have access to personal vehicle
  - Must have access to personal computer

## **Intern takeaways:**

- Skills:
  - Amazing networking opportunities
  - Deeper understanding of the education system
  - Interpersonal skills

**Duration of employment:** This position will begin in September 2018. Hours are flexible and will be set around your schedule.

**Compensation:** \$13.23/hour – **monthly pay**

**To apply:** Submit resume to: [buffalointernships@sayyestoeducation.org](mailto:buffalointernships@sayyestoeducation.org)