

VIRGINIA RAILWAY EXPRESS

1500 King Street, Suite 202

Alexandria, VA 22314

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E-mail: hr@vre.org

is accepting resumes for the following position:

POSITION:	ADMINISTRATIVE INTERN
CLASSIFICATION:	This position is available to be immediately filled.
SALARY:	\$10.65 per hour
HOURS:	Monday-Friday, approximately 3:30pm-7pm (negotiable); full time hours during breaks and summer months.
BENEFITS:	Paid Public Transportation to and from work, where possible (example – VRE, Metro, DASH buses, etc.)
BASIC FUNCTIONS:	The individual in this position reports to the Manager of Administration and Personnel. This intern supports and assists in a variety of tasks and activities. Consistent with VRE's Management Philosophy, the position is designed as an opportunity for personal enrichment and education in the field of administration.
RESPONSIBILITIES AND DUTIES:	General assignments to include: <ol style="list-style-type: none">1) Receptionist duties including assisting customers with general questions about riding public transportation2) Database Entry of Patron Requests/Reports3) Preparation of new rider packs, pocket schedules, etc.4) Assists with various print jobs, errands, filing5) Assists in "light" moving of boxes, supplies and organization6) Some mutually agreed upon tasks to be performed out of office may be assigned (i.e., pick up supplies, responding to a general station concern, etc.)7) Other projects/assignments in support of the Administrative Department
EVALUATION:	Job performance will be evaluated as needed.