

**POSITION OPENING
CITY OF ISANTI**

Administrative Assistant Internship

The City of Isanti is hiring an outgoing, positive, and motivated individual to assist the Administration Department with various duties and projects! Some duties include: tracking performance evaluations, assisting Human Resources with benefits and recruitment, helping implement applicant tracking systems, and safety committees, clerical support functions such as filing, scanning, answering phone calls, backup for administrative duties, developing/assisting with projects, electronic filing systems and data retention destruction.

This is a part-time internship: 20-25 hours per week, flexible scheduling starting in May or June until August 2023. Candidates must be able to work flexible hours Monday-Friday.

Hourly rate: \$14.50

Minimum qualifications:

- High school degree or equivalent
- Valid drivers license
- Experience with Microsoft Office
- A student in an undergraduate degree program related to human resources, business management, public administration, or similar field of study

Resume, cover letter and application are required for consideration by applying on the City of Isanti website at: www.cityofisanti.us

Application deadline: March 27, 2023 at 4:00 p.m.

Interviews may take place prior to deadline.