

**POSITION OPENING  
CITY OF ISANTI**

**ADMINISTRATIVE ASSISTANT/ INTERN**

The City of Isanti is seeking an energetic, positive and motivated student/ undergraduate to assist the Administration Department with various duties and projects! Some duties include: writing social media posts, clerical and support functions such as filing, scanning, answering phone calls, backup for administrative duties as needed, developing/assisting with projects, electronic filing systems and data retention destruction.

**Minimum qualifications:** A student in an undergraduate degree program.

**Preferred qualifications:** Experience in administrative work and/or local government.

This position is under the supervision of the City Administrator. This is a Part-Time internship: 20-25 hours/ week. Salary Range: \$14.00.

To be considered, you must submit an application, cover letter and resume to Katie Brooks, Human Resources. Position will remain open until filled. EOE

**\*\*TO BE CONSIDERED YOU MUST APPLY ON THE CITY OF ISANTI  
WEBSITE AT [www.cityofisanti.us](http://www.cityofisanti.us) \*\***