



CITY OF BEACON
One Municipal Plaza
Beacon, NY 12508
845.838.5000
www.BeaconNY.gov

Sara Morris, MBA, PHR
Director of Human Resources
P: 845.838.5038
F: 845.838.5043
HR@BeaconNY.gov

Student Intern “Document Digitizer”

DESCRIPTION:

The City of Beacon Human Resources Department is looking for a Student Intern to work at City Hall. The Intern will be responsible for digitizing a large volume of confidential personnel documents and indexing on a shared drive. This person will work in an office setting, and operate a scanning machine and computer. Document scanning is the primary function of this role, but this person may support other departments with digitization, if possible.

DESIRED SKILLS:

- ✓ Organizational skills required;
- ✓ Have a “can-do” attitude;
- ✓ Attention to detail;
- ✓ Ability to scan documents for extended periods of time;
- ✓ Familiar with MS Office *preferred*.

SALARY/HOURS:

\$15.00 per hour, working twenty-eight (28) hours per week, Monday through Thursday.

LENGTH OF INTERNSHIP:

Summer 2022; 14 weeks

BENEFITS:

NYS Local Retirement System will be optional and offered upon employment. No other benefits are associated with this position.

APPLY AT:

The City of Beacon Human Resources Department, located at One Municipal Plaza, Beacon, NY 12508 or inquire by email at HR@BeaconNY.gov

Resumes are accepted until position is filled.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the City of Beacon Human Resources Department. The City of Beacon does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, marital status, national origin, religion, disability, familial status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodations for qualified individuals, if requested.

**The City of Beacon is an Equal Opportunity Employer
EOE/M/F/D/V**