



MOUNT LAUREL TOWNSHIP

100 Mount Laurel Road

Mount Laurel, NJ 08054

Phone: (856) 234-0001 Fax: (856) 234-8240

Mount Laurel Township is currently offering a

Internship

Position: Filing/Date Entry Clerk Internship (unpaid)

Description:

Intern will be expected to perform clerical/date entry work such as typing, filing, data entry, answering telephones, etc. Intern will be expected to work on special projects such as summer concerts serious, Fall Festival, and summer camp. This will be a seasonal position lasting the duration of the summer.

Requirements:

Intern will be expected to have general computer skills and be familiar with Word and Excel. Interests in Township and office operations, as well as strong organizational skills are a must. Intern must be enrolled in high school or college.

Please email resume to Meredith Tomczyk at mtomczyk@mountlaurel.com