



Nueta Hidatsa Sahnish College

Intern Job Posting

Position: Business Office Intern

Classification: Part Time - Up to 90 Hours

Department: Presidents Office/ Career Services

Accountable to: Internship Coordinator, Accounts Payable and Internship Faculty

Location: New Town, ND Main Campus

Pay: NHSC Paid Intern wage &15.00/Hr.

FLSA Status: Non-Exempt

Closing Date: Until filled

Nueta Hidatsa Sahnish College Internship opportunities are dedicated to providing students with valuable work ready experience opportunities.

Qualifications:

- Student must have a 2.5 GPA
- Must have completed a minimum of 24 credit hours
- Must have basic computer skills
- Must be reliable and dedicated to completing tasks in a timely manner
- Must be attentive to detail
- Must be willing to learn basic use of Jenzabar EX
- Must be a Business major

Summary of Work: Intern will be directly involved in the Accounts Payable processes

- Assist in reconciliation of all vendor accounts



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Areas of Accountability and Performance

- Adheres to written policies and procedures to comply with all NHSC internship regulations.
- Adhere to the Policies and Procedures of Nueta Hidatsa Sahnish College Personnel and Student Handbooks