



NASCO Cooperative Intern Job Description

3/4/20

Status: Part-time, temporary; Non-Exempt; Expected Hours of Work are between 10am and 4pm, Tues through Friday with various required evening and weekend work

Salary Range: \$12/hour and includes central campus double, room and board

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Objectives of Job

The NASCO Cooperative Intern at the Inter-Cooperative Council (ICC) provides both operational and programmatic support to the organization. The position assists with the accounting and administrative functions of the office as well as provides support for member and house accounting.

Essential Duties, Functions and Responsibilities

Operations Assistant

Other duties as assigned

Skills and Abilities

1. Good problem solving and judgement skills, and high level of attention to detail and accuracy
2. Ability to appropriately handle sensitive, confidential information
3. Solid Excel, Google Suite, Quickbooks
4. Good interpersonal, oral and written communication skills required to maintain positive and effective working relationships with staff, volunteers, and community partners
5. Works well in a fast-paced, stressful environment and is effective at balancing multiple priorities and tasks to meet critical deadlines
6. Demonstrated ability to work in a team environment and interact positively with team members, other staff, and members
7. Demonstrated ability to share skills and knowledge with others
8. Ability to follow direction & take initiative with solid time management & organizational skills
9. Demonstrated ability to effectively learn new techniques and technologies
10. Proven capacity to work in a proactively diverse and inclusive organization

Required Education and Experience

- Associate's degree in Finance, Accounting, Business Administration or a related field required
- Knowledge of generally accepted accounting principles
- Knowledge of and experience with non-profit accounting practices
- A demonstrated commitment to working with college students
- Competence in Google Suite, Excel, and Quickbooks experience

Preferred Education and Experience

- Bachelor's in Finance or Accounting
- Two years non-profit accounting experience
- Experience in the field of property management, and with property management software, specifically Rent Manager (LCS)
- Experience with cooperatives or in community living, especially student housing co-ops

Workplace Culture

1. Serve as a member of a staff team that works collectively and across areas in support of each other and the members of the ICC
2. Attend team meetings and all-staff meetings as appropriate
3. Develop annual work objectives as part of the performance evaluation and coaching process
4. Absolute team player
5. Ability to take a breath and smile daily
6. An open mind and receptiveness for personal development and growth

Working Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and vehicles. The noise level in the work environment is usually quiet to moderate. The passage of employees through the office work area is average and normal. The employee is expected to work in member homes and event areas. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical environment requires the employee to work primarily inside. This position is required to use a computer much of the day. The employee is expected to exert up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Physical demands are in excess of those of sedentary work and walking or standing a significant degree is expected. The employee will be requested to work evenings and, to a lesser extent, weekends for special program events and meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel

Less than five percent of work time will require travel.