



**COLLEGE INTERNSHIP
JOB DESCRIPTION**

Reporting Relationships: Department Head (Chain of Command)
Employment Status: Full-Time, Hourly, Non-Exempt, Temporary
Location: Hays, Havre, or Billings MT (On-Site)
Preference: Native American Preference, FBIC Veteran Preference

POSITION SUMMARY:

We are seeking an energetic and responsible College Intern to join our growing organization. In this position, you will be responsible for supporting the assigned department in a variety of projects. During this internship, candidates will be provided the opportunity to develop skills and gain work experience, while receiving exposure to a variety of career fields.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time.

KEY RESPONSIBILITIES: Will vary based on assigned department

- Understands the company’s overall concept, including the brand, customer, product goals, and all other aspects of service.
- Performs support-level duties for the assigned department as directed
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed.
- Assigned tasks will range from clerical to technical and may be repetitive in nature or be special assignments
- Play an active role in the successful completion of projects lead by department staff.
- Provides suggestions to management for improving internal processes.
- Learns and becomes proficient in internal software systems.
- Other duties as assigned

REQUIRED SKILLS/ABILITIES:

- Current College Student
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Excellent research, written, and verbal communication skills.
- Attention to detail and critical thinking skills
- Self-directed and able to work without supervision.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent certification.

“CREATING A SELF-SUSTAINING ECONOMY FROM WITHIN.”



WORK SCHEDULE:

- The work schedule requires the employee to make a commitment to work from the hire date to the end of the summer program.
- Able to work a minimum of 30 hours per week for the duration of the internship program.

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 45 pounds at times.
- Must be able to access various departments of a given location.

EQUAL OPPORTUNITY EMPLOYER

IMDG is an Equal Opportunity Employer, and except to the extent required by Native American Preference and Veteran Preference, IMDG prohibits discrimination on the basis of race, color, creed, religion, sex, pregnancy, age, national origin, marital status, physical or mental disability, or any other basis protected by applicable law. This applies to all employment decisions, including hiring, promotion, termination, and other matters affecting terms and conditions of employment.

Island Mountain Development Group is a drug-free work environment. Pre-employment drug testing may be required. Applicants must consent to a background check.

Applications may be completed online at www.islandmtn.com.com.

or to request application material and submit an application, please contact:

Island Mountain Development Group, Human Resources Department
P.O. Box 470 Hays, Montana 59527 Phone: 406-673-3031 or Fax to: 406-673-3023
E-Mail: recruiting@islandmtn.com

This job description has been approved by:

Manager _____ Date _____

HR _____ Date _____

The employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____

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