

Thought of Hiring an Intern for the Summer?



Get those pesky projects out of the way.

Great capable high school students who are interested in business will get your projects done!

Where are these great students?

The Academy of Finance, Howard County Public School System is a program for high school students who wish to specialize in business. This rigorous program requires the students to have a 180 hour

<http://s3.amazonaws.com/l.thumbs.canstockphoto.com/canstock0782647.jpg>

internship. The cost to you is \$1,305 (\$7.25 x 180 hours). Internships should be filled during the summer between their 11th and 12th grade year. These students are dedicated workers ready to help you with your day to day office work, or for any of those special projects that you just can't get to.

Typical projects in the past have included, but are not limited to:

- ❖ Quick Books data entry
- ❖ Accounting assistance
- ❖ Client portfolio assistance
- ❖ Customer Service
- ❖ Answer telephones and transfer to appropriate staff member
- ❖ Meet and greet clients and visitors
- ❖ Create and modify documents using Microsoft Office
- ❖ Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, shredding, and filing.
- ❖ Maintain hard copy and electronic filing system
- ❖ Coordinate and maintain records
- ❖ Setup and coordinate meetings and conferences
- ❖ Support staff in assigned project based work



For more information please call Dr. Maddy Halbach, AOF Instructor - 410-313-6998 or email – maddy_halfach@hcpss.org