



**Newton
Medical Center**
ATLANTIC HEALTH SYSTEM

Internship Job Title: Student Temp – Administration

Company Name: Newton Medical Center

Street Address: 175 High Street
City: State: Zip Newton, N.J. 07860
Phone: 973-579-8355
Supervisor's Name: Connie Werner-Hopkins
Supervisor's Title: HR Manager
Email: Connie.werner-hopkins@atlantichealth.org

Start Date: May 2017
Approximate End Date: August 2017
Hrs/Wk: Varied full time & part time
Wages/Hr: \$12.00 - \$14.00

Specific skills required for this internship:

1. Administrative office skills – computer, outlook, Excel, word, ppt
2. Organizational skills
3. Communication skills

Specific duties the student will learn to perform:

1. Administrative suite process flow
2. Effective office communication – email and phone support