Citronelle High School

Mobile County Public School System Summer Internship Job Description Summer 2022

Organization: South Alabama Utilities Location: SAU Citronelle Office

Position: Clerk Division: Office

Compensation: $10 per Hour Number of Openings: 1

Start Date: June 6, 2022 Duration: 4 Weeks

Time Requirements: 20-40 Hours per Week

Preferred Pathway: Business Management Desired GPA: 2.5

Job Description:

* Answer Phones
* Data Entry
* Filing
* Customer Service

Qualifications:

* Keyboarding Skills
* Organized
* Must have valid driver’s license
* Minimal absences and tardies