

Citronelle High School

Mobile County Public School System

Summer Internship Job Description

Summer 2023

Organization: South Alabama Utilities

Location: 1 in Citronelle office; 1 in Semmes office (transportation provided to Semmes)

Position: Clerk

Division: Office

Compensation: \$10 per Hour

Number of Openings: 2

Start Date: June 5, 2023

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