

## ADMINISTRATIVE ASSISTANT INTERN

<b>Salary:</b> \$25 - \$30 per hour <b>Job Type:</b> Fixed, Full-time <b>Location:</b> San Francisco, CA	<b>Department:</b> City Manager's Office
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**Job Summary:** This Administrative Assistant internship position provides a variety of support for the City Manager's Office including typing, filing, and answering phone calls. This position provides customer service, information, referrals, and assistance to the public and other departments, maintains various files and records, and performs a variety of clerical tasks.

### Responsibilities:

*Essential responsibilities and duties may include, but are not limited to, the following:*

- Performs office clerical duties in support of an assigned department or division; receives and directs telephone calls and visitors; provides information on department or division services and operations.
- Acts as a receptionist; answers the telephone and provides information on departmental and City policies and procedures as required.
- Maintains a variety of files and records in assigned department; files in accordance with established filing system.
- Opens and distributes the mail in assigned department; sorts and processes outgoing mail.
- Provides customer service, information, referrals, and assistance to the general public and other departments in reference to assigned area of responsibility.
- Answers queries from general public and referring them to proper City department.
- Provides applicable forms to the public as needed; types, word processes, and proofreads a variety of documents.
- Operates a variety of office equipment including copiers, postage meters, facsimile machines, and computers; input and retrieve data and text; organizes and maintains disk storage and filing.
- Orders, receives, and organizes materials and supplies.
- May assist in the implementation of various recreation programs, to include but not limited to, senior citizen programs, athletic programs, afterschool programs, facilities and special events.
- Performs related duties and responsibilities as required.

### Qualifications:

#### Knowledge

- Principles and practices of filing and record keeping.
- Methods and techniques of word processing.
- Principles of business letter writing and basic report preparation.
- Modern office procedures, methods and equipment including computers.
- English usage, spelling, grammar and punctuation.

#### Skills

- Preparing a variety of correspondence and documentation.
- Performing a variety of general clerical work.
- Typing at a speed necessary for successful job completion.

- Operating a variety of office machines including a word processor.
- Maintaining a variety of files and records.
- Responding to requests and inquiries from the general public.
- Understanding and following oral and written instructions.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

## RESEARCH ASSISTANT INTERN

<b>Salary:</b> \$23 - \$25 per hour <b>Job Type:</b> Part Time <b>Location:</b> Berkeley, CA	<b>Department:</b> Psychology
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**Job Summary:** The Research Assistantship under the direction of the Director for the Center for Research and Mentoring, a regular faculty member who conducts research projects. The Research Assistant is responsible for assisting the faculty member in a variety of administrative tasks which may include preparing resources, and materials for the research, documenting results, etc. in support of the Centers research activities. Research projects should ideally lead to a thesis, whitepaper, publication or be directly related to the student’s area of study. The research project is intended to provide the opportunity to learn proper research procedures and techniques. The supervising faculty is responsible for providing ongoing feedback and a formal assessment at the conclusion of the assistantship.

### Duties & Responsibilities:

- Research and collects data through complex techniques and procedures, library research, structured interviews or other project specific methodology.
- Interprets, synthesizes, and analyzes data.
- Schedules, organizes, and reports on status of research activities.
- Plans and modifies research techniques, procedures, tests, equipment, or software management.
- Writes and edits materials for publication and presentation.
- Meets with faculty supervisor on regular basis to maintain ongoing communication regarding the quality of the assistant’s performance.
- Performs other related duties as required and strong willingness to learn and work in a detail-oriented environment

### Knowledge, Skills & Abilities:

The applicant should have knowledge and oral/written communication skills to discuss and document research progress. Ability to work independently, accurately and to problem solves technical and methodological issues that arise during the research. Ability to apply sound research techniques, methodology and logical critical analysis. Strong organization and interpersonal skills.

## Gap Inc., CREATIVE INTERN

<b>Salary:</b> \$33 - \$35 per hour <b>Job Type:</b> Part Time <b>Location:</b> San Francisco, CA	<b>Department:</b> University & Early Career, Marketing
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### Job Summary:

Our 10-week Gap Inc. Summer Internship Program offers meaningful work experiences across various business areas, allowing you to deepen your functional knowledge and immerse yourself in the fast-paced retail industry. You'll work on projects that directly impact our bottom line and present your work to senior management, while also participating in company events like executive speaker series and off-site activities. Upon completion of the internship, successful interns will be well-positioned for full time roles after they graduate.

In this role, the Creative Intern will be a member of a team who leads the brand voice, creative storytelling and expression across the brand. In this role you will assist the graphic design team with developing big ideas and innovative marketing concepts to inspire customers and brand vision.

### What You'll Do:

- Assist team with creative research- inspirational and competitive
- Participate in graphic design projects, marketing campaign development and integration across all customer touch points (packaging, In store marketing, promotions, PR, advertising, online, and social media)
- Seek innovative ways of reaching customers through interesting stories and engaging content.

### Who You Are:

- Experience in graphic design or content creation experience
- Figma experience a plus
- Team player with excellent interpersonal skills; works well as part of a team and cross functionally with strong collaboration abilities
- Outstanding organization and communication (verbal/presentation/written) skills with high attention to detail
- Ability to adapt quickly to support the pace & needs of the business and work in a constantly evolving environment
- Gracefully juggle multiple, competing, high priority projects and brings a positive can-do attitude
- Self-starter with an innate sense of curiosity and eagerness to test and learn

## Visa, BUSINESS ANALYST INTERN

<b>Salary:</b> \$33 - \$35 per hour <b>Job Type:</b> Fixed, Full Time <b>Location:</b> Foster City, CA	<b>Department:</b> Technology Planning & Business Operations
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**Job Summary:** As an emerging professional Business Analyst Intern you will become a valuable contributor to one of Visa's dynamic technology teams. Visa is committed to fostering growth and development, and we encourage you to find a role that aligns with both your personal passions and professional aspirations. You will have the opportunity to take on new responsibilities, acquire new skills, and explore different parts of our business.

The Technology Planning & Business Operations organization provides key business management oversight and integration across the Technology organization. This includes driving investment planning & budgeting, project & portfolio management, workforce planning activities, strategic initiative program management, executive reporting and employee engagement activities. The team is focused on improving efficiency, transparency, consistency and collaboration within the Technology organization and other key cross-functional stakeholders. Reporting to the Sr. Director of Technology Planning & Business Operations, this position interacts with a wide range of stakeholders within Technology, including senior leadership.

**Some job duties and projects could include:**

- Perform process analysis on existing executive reporting deliverables, dashboards, and operational Technology metrics to identify opportunities for improvement and provide detailed recommendations designed to maximize decision-making and process effectiveness.
- Develop business expertise across multiple domains to challenge and refine report content.
- Analyze cross functional reporting processes and communicate with stake holders to optimize data flows, data management and tracking. This includes working collaboratively, pursuing data sources and analyzing outputs, and supporting broader program management efforts.
- Deliver data analytics designed to enhance existing and ad hoc reporting requests for management.

*Remember, at Visa, we see our employees as our most valuable assets, and we are excited to support and witness your growth within our organization.*

**Basic Qualifications**

Strong communications skills, specifically, the absence of repeated grammatical or typographical errors, clear and concise written and spoken communications that demonstrate professional judgment.

**Preferred Qualifications**

- Able to demonstrate attention to detail
- Excellent verbal, written and presentation skills
- Preferred experience in writing or editing content
- A demonstrated ability to effectively communicate technical and business issues and solutions to multiple organizational levels, capable of summarizing and communicating key information at an executive level
- Expertise in MS Excel, Word, PowerPoint and Tableau (or similar data visualization tool)

- Solid critical thinking, quantitative and qualitative analytical, and problem-solving skills, with experience taking raw data and drawing actionable insights and formulating it into effective email, spreadsheets, presentations, etc.
- Ability to correlate data across multiple reports to ensure consistency
- Skilled in thinking out-of-the-box to create new presentations, reporting mechanisms and other documents
- Ability to synthesize information from multiple sources for a variety of audiences including technology and business executives
- Strong process orientation and demonstrated ability to define and document new or improved business processes and reporting mechanisms.
- Ability to map out as- is and to-be processes, and identify opportunities to streamline and/or automate processes utilizing tools and process improvements
- Self-confident and self-driven, with the ability to collaborate or work independently with strong time management and ability to execute on multiple concurrent deliverables
- Ability to adapt quickly to changing priorities and assignments
- Project lifecycle knowledge
- Experience in the Payments and/or Technology industry would be a plus