INTERNSHIP OPPORTUNITY

Posting ID: I060116
Job Title: Student Intern  Work Location: Las Vegas, NV
Position Type: Internship  Salary: N/A
College Major(s): Open  College Level(s): Open

OVERVIEW
Students will be able to find the position by the requisition Id. The Requisition ID: 16000466. Just need to click onto the search job openings tab on their website http://www.unitedbloodservices.org/careers.aspx

It is a part time (20-29 hours), temporary job – summer job. It would most likely be a Monday-Friday between the hours 9am-7pm.

Intern - 16000466
Organization
: Blood Systems, Inc.
Primary Location
: United States of America-Nevada-Las Vegas
Work Locations
: 2201 NV-Las Vegas
United Blood Services 6930 W. Charleston Blvd.
Las Vegas 89117

Employee Status: Temporary
Shift
: Day Job
Travel
: No
Job Posting Close Date
: Jun 9, 2016
Job Function
: Administrative and Clerical
Description

PRIMARY PURPOSE:
Under direct supervision, this position is responsible for providing a learning opportunity in a field of study while helping to support the needs of the department. Adheres to guidelines of sponsoring organization.

**DUTIES AND RESPONSIBILITIES:**

Performs all assigned duties in compliance with internal SOPs and external regulations. Brings compliance issues to the attention of management.

Assures quality customer service to all customers.

Performs general clerical and administrative duties.

Assists with various projects and assignments.

Creates and maintains records and reports for recording and monitoring department information.

Performs all other duties, at the discretion of management, as assigned.

**Qualifications**

**REQUIREMENTS:**

**Knowledge/ Education**

Enrolled in an educational institution **required.**

**Licenses/ Certifications**

None.

**Experience**

No experience **required.**

**Skills/Abilities**

Ability to work in a team environment.

Able to set priorities, organize and handle a variable workload.

Effective oral and written communication skills.
Must be self-motivated with good organizational skills.

Proficient personal computer skills.

Our organization is an equal employment/affirmative action employer. If you need accommodation for any part of the employment process because of a medical condition or disability, please send an e-mail to accommodation@bloodsystems.org or call 1-844-220-2612 to let us know the nature of your request. A representative will respond to accommodation requests within two business days. Please note that this email/phone number is for medical/disability accommodations only and any other inquiries will not receive a response.

EEO is the Law. For more EEO information about applicant rights click here. Our organization participates in E-Verify, for more information click here.

EEO/Minorities/Females/Disabled/Vets

All candidates who receive a conditional written offer of employment will be required to undergo a pre-employment drug test in accordance with the Company’s established guidelines.