



DETROIT AREA AGENCY ON AGING

GREAT OPPORTUNITY

TITLE:	DAAA Internship Program
REQUIREMENTS	<p>Finance, Education:</p> <ul style="list-style-type: none"> • High school Junior – Senior • Freshman – Senior (College) • Minimum GPA 2.7 <p>Program:</p> <ul style="list-style-type: none"> • An on-site work experience directly related to career goals and /or field(s) of interest • Supervised, emphasizing learning and professional development • Evaluative, provides system for feedback and communication • Paid / Part-Time, not for credit • June 15, 2020 – August 14, 2020 <p>Qualification / Requirements:</p> <ul style="list-style-type: none"> • Interest in, or Working toward a Finance / Accounting degree • Must exhibit good oral and written communication skills • Assisting in preparation of monthly reports • Must be a self-starter and possess strong analytical and problem-solving skills • Ability to work independently and as part of a team • Ability to respect confidentiality and ethical boundaries with regard to guidelines • Bank Reconciliation / Data Entry <p>Servant leadership: The individual should have exceptional listening skills, high level of energy and integrity; compassion for elderly and the community as well as the staff; is centered and mature; exercises durability, adaptability, and a sense of humor. Values fun in the workplace as an integral instrument of staff motivation, and operates with a spirit of excellence.</p> <p><i>The Detroit Area Agency on Aging is committed not to discriminate against any employee or applicant for employment, training, education or apprenticeship with respect to his/her hire, promotion, job assignment, tenure, terms, conditions or privileges or employment because of religion, race, color, national origin, age, sex, height, weight, familial status, marital status, creed or handicap</i></p>
SUBMIT:	Resumes to Human Resource
CONTACT:	Human Resources
E-mail	Humanresources@daaa1a.org
CLOSING DATE:	February 29, 2020