



3075 Vintage Blvd, Suite 200, Juneau, Alaska 99801 (907) 790-4990; Fax (907) 790-4999

Title: *Records Management Intern*

Department: Corporate

Hours of Work: 40 hours

Category: Internship

FLSA Status: Non-Exempt

Salary/Grade Level: TBD

Date Approved: Summer 2012

Reports to (Supervises/Liaison): Executive Assistant to President/CEO

SUMMARY

The Records & Compliance Intern at Goldbelt Inc will learn and assist with the implementation of a Records Program. We will be creating projects that will allow the intern to gain insight into records management within the corporate environment. This position is a great opportunity to learn about records management within a dynamic organization. Projects will include:

- Perform a baseline database of corporate resolutions and minutes from 1974 to the present.
- Paper copies of resolutions and minutes in non-electronic format will be scanned to the corporate network.
- Perform a baseline database of corporate annual reports from 1974 to the present.
- Create a library of corporate annual reports from 1974 to the present.
- Perform a baseline database of corporate 8a records for each subsidiary.
- Assemble list of missing records for each 8a subsidiary.
- Perform other special projects as assigned.

Main Project: The intern will be responsible for creating an electronic library of Goldbelt Incorporated resolutions and minutes from 1974 to the present and placing them in an orderly, logical manner on the Goldbelt network.

MINIMUM QUALIFICATIONS (education, experience, skills)

- Must be eligible to participate in Goldbelt's Career Development Program.
- Above average keyboarding skills.
- Above average oral and written communication skills.
- Good interpersonal skills.
- Able to organize and pay attention to detail.
- Must be available for entire 12 week program.

PREFERRED QUALIFICATIONS (education, experience, skills)

- Able to identify and resolve problems in a timely manner.
 - Able to gather and analyze information.
 - Able to lift 20+ pounds as needed.
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