

### Interns Available

The Hubert H. Humphrey Job Corps Center has interns available to work in your business. All are nearing completion of their credential requirements. They are available to work 3-4 hours a day for 6 weeks.

Students are available from the following: Office Administration (administrative support, proficient in Word and Excel, keyboarding, scheduling, copying and financial management); Medical Office Support (Microsoft Office 2010, keyboarding, medical terminology, scheduling, basic coding and insurance claims); Certified Nursing Assistant/Home Health Care Aide; and, Culinary Arts (all have passed their ServSafe requirements).

For further information, call David Manthey, Work-Based Learning Coordinator, at 651.642.1133 Ext. 404 or email at [manthey.david@jobcorps.org](mailto:manthey.david@jobcorps.org).