

Osher Lifelong Learning Institute  
Yavapai College  
Sedona and/or Verde Campuses  
(928) 648 4275

**Position Title:** Office Management Internship

**Hours:** minimum of 135 hours per semester/8 hours per week, flexible schedule

**Credit:** 3 credit hours

**Compensation:** Stipend of \$200 to cover the cost of credits plus \$.20 per mile travel stipend.

**Description:** The Osher Lifelong Learning Institute in Verde Valley and Sedona is a self-directed membership organization within Yavapai College that offers learning groups and workshops during the fall, winter and spring. It was created to meet the needs and interests of retirement-age people. The Institute recognizes the unique experiences and capabilities of its members by emphasizing and encouraging peer learning, member participation, collaborative leadership and social interaction. Lively discussion, plus experiential opportunities in personal growth, cultural and environmental explorations provide members a rich, continuing educational experience.

**Website:** <http://www.yc.edu/v4content/lifelong-learning/olli/olliverdesedona/default.htm>

**Responsibilities:**

- Assist with marketing efforts
- Keep the webpage current and add content
- Promote OLLI through Facebook and Twitter
- Answer phones, pick up messages, provide friendly customer service
- Answer questions of members and facilitators when they come into the office
- Maintain supplies of facilitator packets, new member packets, front office catalogs, evaluation forms, proposal forms, rack cards, etc.
- Take registration information accurately by phone and in person

**Qualifications:**

- Excellent personal and phone communication skills.
- Familiarity with Microsoft Office Software
- Familiarity with social networking and website enhancement
- Responsible and well organized
- Ability to work in a busy environment

**To Apply:** Send resume to

Natalia Molina McKendry, Director  
Osher Lifelong Learning Institute  
4215 Arts Village Drive  
Sedona, AZ 86336