

Applied Finance Lab Internship Opportunity

The Applied Finance Lab is staffed by both graduate and undergraduate student interns. There are currently nine internships available, with each student working 6 to 8 hours per week. Interviews are typically conducted during the last month of each semester to fill openings for the next semester.

Job Description:

- 1) Monitor and coordinate all activity in the room
- 2) Provide assistance to Students, Professors, Employees and guests as needed
- 3) Demonstrate use of all hardware and software upon request
- 4) Insure that all hardware and software systems are up and running
- 5) Assist professors or support coordinator in development of lab modules
- 6) Assist professors or support coordinator in administrative duties
- 7) Write shift reports to update co-workers and professors or support coordinator on room status
- 8) Develop and introduce potential new uses for the lab
- 9) Assist in marketing and promoting the lab
- 10) Insure all security policies and procedures are followed
- 11) Write up and post instructions for hardware and software use
- 12) Maintain supplies including paper and toner in laser printers

For more information, please contact Mr. James Jablonski, Coordinator of the Applied Finance Lab at (610) 659-2821 or james.jablonski@villanova.edu.