Alabama Supercomputer Authority

Advancing Alabama through Technology

445 Dexter Ave, Suite 8030
Montgomery, AL 36104
RSA Dexter Avenue
334-242-0100

Position: Administrative Office Intern Position

Location: 445 Dexter Avenue

Montgomery AL, 36104

Pay: $15.00/hour

Internship Type: Summer- maybe available part-time

Start Date: Immediately

Deadline- Until Filled

How to apply: Please submit your resume to personnel@asc.edu.

About The Alabama Supercomputer Authority:

 Established by the Alabama Legislature in 1989, the Alabama Supercomputer Authority (ASA) plays a crucial role in advancing technology-driven scientific research and development across the state.

Tasked with administering and operating the Alabama Supercomputer Center (ASC), ASA focuses on delivering high-performance computing capabilities to educational institutions, governmental agencies, and private sector organizations.

With a commitment to fostering progress in education, research, and economic development, ASA extends its reach through the Alabama Research and Education Network (AREN). This statewide education network, overseen by ASA, facilitates connectivity for public K-12 schools, community colleges, universities, public libraries, and select government agencies. Through these initiatives, ASA strives to position Alabama at the forefront of technological innovation and knowledge dissemination.

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Responsibilities:

- Assist with general administrative duties such as filing, data entry, and document preparation

- Help manage calendars, schedule meetings, and coordinate office communications

- Organize and maintain office supplies and records

- Support various departments with clerical tasks as needed

- Participate in team meetings and contribute to ongoing projects

- Provide excellent customer service via phone, email, and in person

Qualifications:

- Currently enrolled in or recently graduated from a college or university program

- Strong organizational and time management skills

- Proficient in Microsoft Office

- Excellent written and verbal communication skills

- Ability to work independently and as part of a team

- Attention to detail and a positive attitude

What you'll gain:

- Hands-on experience in administrative support and office operations

- Exposure to professional business environments

- Development of organizational and communication skills

- Mentorship and networking opportunities

- A valuable addition to your resume