



We are seeking an enthusiastic and dedicated UNTD Summer Intern who would like to expand their college experience by working (up to 19 hours per week) with Beacon Hill, [www.beaconhillprep.org](http://www.beaconhillprep.org), a non-profit organization committed to improving academic outcomes for children.

### **Information Technology (IT)/Accounting Data Entry Summer Intern**

Beacon Hill's IT Department and Accounting Department are looking for one organized, responsible, personable, flexible and dedicated applicant to support the IT and Accounting Departments in the following areas; completing tasks related to requisition reporting, performing data entry duties, audit and inventory control. The ideal candidate will be a Junior or Senior at UNTD.

This position works on-site at the Beacon Hill Corporate Office in Dallas, TX, 75215.

**Knowledge in:** Microsoft Office with Intermediate knowledge in Excel

**Time Period:** June 3<sup>rd</sup> – August 9<sup>th</sup>, 2024

**Days per week:** Monday – Thursday

**Hours of operation:** 8:00am - 5:00pm

**Hours per week:** up to 19 hours

**Pay Rate:** Eligible for UNTD Internship Stipend

**Application Process:** All applicants are to apply to Christie Jones, Human Resources Associate, at [cjones@beaconhillprep.org](mailto:cjones@beaconhillprep.org) and submit their cover letter and resume.