



THE FOUNDATION FOR  
ORGANIZATIONAL EFFICIENCY  
AND SUCCESS

Internship Position at JK Consulting, LLC  
Effective Date: January 2007

I. Internship Guidelines & Responsibilities:

- Assist with writing/developing Employee Manuals, Job Descriptions, Performance Evaluations, Training Materials, etc.
- Attend client meetings
- Conduct research
- Handle administrative duties (i.e. modify templates, create forms, prepare documents, update database, etc.)
- Work on presentation topics and content
- Network/Business Development

II. Minimum Qualifications:

- Completed or currently enrolled in I/O, OD, or HR related course-work
- Flexible schedule (NOT currently working full-time hours for another organization)
- Strong oral, written, and verbal skills in the English language
- Strong organizational skills
- Must be proficient in Microsoft Office, including MS Word, Outlook, Power Point, and Excel
- Must have a valid driver's license

III. Work Schedule:

- 4-8 hours per week
- Client/Networking Meetings
- Planning, writing, editing, etc.
- Meetings with Supervisor

IV. Compensation:

- 15\$/hour
- 10% Commission for Business Development

For further information, please contact Julie Schneiderman at JK Consulting, LLC:  
P: 410.245.4015 E: [julie@jkconsultingllc.com](mailto:julie@jkconsultingllc.com) [www.jkconsultingllc.com](http://www.jkconsultingllc.com)