

The Corning logo is displayed in white, uppercase letters on a black rectangular background.

Administrative Talent Program



Administrative Assistant Intern (CC Band)

This internship is targeted to develop individuals interested in an administrative professional career after they obtain their degree and would position them for entry level roles in this field upon graduation.

Overview of Admin Development Program

Corning's summer internship experience is rich with hands-on learning. You'll live, work, and experience the communities in which Corning operates, while building on-the-job skills. Interns are expected to apply knowledge and practices both independently and as a team. Working with a supervisor or mentor, you will gain work experience while interacting with key technologies, subject matter experts and leaders.

The purpose of the Admin Intern Program is to raise the bar on talent by strengthening our pipeline for entry level roles for immediate and future needs.

Program Benefits:

- Competitive salaries
- Housing assistance
- Travel reimbursement

Intern Activities:

- Social and networking events
- Volunteer opportunities
- Community Involvement

Scope/Purpose of Position:

Provides administrative and clerical duties for individual(s) in an organization and provides project support for administrative team as needed.

Roles & Responsibilities:

- Handles details of items that are routine in nature on a daily basis.
- Gathers information independently using established and well-defined procedures.
- Takes initiative to identify and propose remedies to problems to increase efficiency of work flow.
- Work/Life Balance Flexibility: Ensure office coverage during normal business hours.
- Maintain calendar, phone and travel details.
- Event Planning: Offsite meetings/events, recognition, team building.
- Process expense reports using Concur.
- Manage and maintain supplies for office.
- Initiate and manage purchase order processes and procedures.
- Provide administrative back up support within organization.

Required Skills:

- Ability to communicate effectively, both verbally and written.

- Solid organizational and administrative skills, attention to detail, focus on error-free work and follow up to ensure tasks are complete.
- Motivated, self-starter, and detail oriented.
- Ability to work independently and seek assistance as needed.
- Maintain professional composure and demeanor at all times.
- Ability to grow network within Corning.
- Ability to work within a team in a fast paced environment.
- Frequently contacts sources outside own organization (within Corning) to obtain or provide information to accomplish a given task.
- Uses discretion to direct work flow in accordance with general supervisory guidance.
- Ability to prioritize and handle multiple tasks simultaneously.
- Stays current on trends and is willing to adapt to new technology and processes.
- Solid computer/technology skills.
- Professional presence, maturity, and appearance.
- Must be accessible, dependable and reliable.

Required Education:

- High School Diploma/GED or equivalent experience
- Currently enrolled in Associates Program in Business Administration or equivalent

Travel:

- As needed

This position does not support immigration sponsorship.