



INDIANA STATE FAIR

Title: Contracts Office Intern

Internship Dates:

Summer: May through August (40+ hours per week)

Paid Internship

General Description: The Contracts Intern reports to the Director of Contracts & Written Agreements. The Contracts Intern performs a variety of administrative procedures in the preparation, full execution and implementation of contracts with outside service providers for goods and services.

Responsibilities:

1. Track and monitor the daily implementation progress of all contracts.
 - Learn the workflows and processes currently in place.
 - Learn and utilize contract management software on a daily basis.
2. Complete several steps in the contract process.
 - Drafting, proofreading, and issuing contracts for necessary signatures.
 - Conduct follow-ups and ensure that contracts are received in a timely manner.
3. Complete several administrative tasks both within the contract process and to assist with the office's organization.
 - Making copies, scanning documents and creating files.
 - Maintain contact information and preparing mailings.

Qualifications:

1. The incumbent must be 18 years of age or older and be able to work extended hours including Saturday and Sunday when necessary.
2. Interest in legal/paralegal studies and contract management
3. Experience working with Microsoft Word and Excel is required as well as good communication skills.