



**Job Title:** Administration Intern  
**Location:** Riverton, WY  
**Job Type:** Temporary  
**Salary:** \$15.00 Hourly

**Open Date:** 05/03/2024  
**Closing Date:** 05/17/2024

High Plains Power, Inc. is excited to offer opportunities to the youth in our community, providing a chance to explore different employment fields and to gain real-life experience. This internship opportunity is for current high school students at least 16 years of age or graduating seniors. Internships are a paid, non-benefited temporary position.

Applicants must complete employment application online at: [Employment Opportunities | High Plains Power](#)  
Applications submitted after 5:00pm on 5/17/2024 will not be considered.

#### **SUMMARY**

High Plains Power is an electric cooperative owned by the members we serve. First and foremost is providing helpful and courteous assistance to our member/owners.

The Administration Intern's primary responsibilities are to assist the Customer Service Team in meeting our Member-Owner's needs, providing efficient, accurate and courteous service pertaining to member-owner accounts.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists member-owners in payments, billing inquiries, complaints, opening new accounts and other member-owner related services.
- Enters meter readings, address changes, and other consumer information. Enters payments and data into cash register, balances receipts and cash drawer daily.
- Communicates courteously with member-owners regarding comments and complaints, effectively resolving any problems within the scope of this position and referring specific problems and inquiries to the appropriate Cooperative personnel.
- Processes bulk checks and ACH payments daily.
- Actively promotes the efficient use of electricity and all products and services to member-owners. Implements and conducts programs and services that promote member service and enhances the image of the cooperative to its members and the general public.
- In conjunction with other employees, represents High Plains Power in various community related activities, including volunteer work for local organizations. Participates in Annual Meeting and assists with the set-up/tear-down at the meeting location.

**MINIMUM QUALIFICATIONS**

Must be a high school student at least 16 years of age or a graduating senior. Must be punctual, detail oriented, and motivated. Applicants must demonstrate ambition to develop essential skills, have a desire to be involved in the community and a team atmosphere, and be interested in personal and professional growth.

**WORKING CONDITIONS**

Sedentary work requiring exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently. Occasionally required to move objects generally weighing 10 pounds or less. Job requires being in a stationary position most of the time. Requires repetitive motions such as dialing and keyboarding. Must be able to use office equipment such as a copier, computer and printer. Must be alerted to, communicate to others, and avoid safety hazards. Normally have regular hours of work with irregular volume of activity. Some overtime may be required.

**NOTES:**

- FSLA: Non-Exempt
- High Plains Power is an Equal Opportunity Employer and acts in accordance with ADA, reasonably accommodating qualified applicants with disabilities.
- Eligible applicants meeting the minimum qualifications will be notified only if offered an interview.
- Successful applicants must pass a background/reference check and drug test before hire.
- High Plains Power is a drug-free workplace. All employees are subject to drug testing while employed.