

MAJOR FUNCTIONS

This is a part-time paid internship opportunity for a period of up to two semesters after graduation, assisting a supervisor in the performance of a variety of administrative and/or technical duties. The intern works under immediate supervision and receives on-the-job training in the city government field to which the position is assigned. Work is reviewed through conferences, reports, and by results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

This position will be assigned various administrative and/or technical duties in the field to which the position is assigned. Duties may include but are not limited to: compiles and analyzes data for administrative decisions; assists in the preparation and maintenance of statistical records; assists higher-level personnel in preparing special projects, studies and conducts research; prepares reports, forms and correspondence; and performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the principles and practices of office management, record keeping, statistical and fiscal processing. Knowledge of basic mathematics and accounting. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to follow oral and written instructions. Ability to express oneself clearly and concisely, orally and in writing. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Must be enrolled as a student at a college or university and have completed at least 45 semester hours of course work; or must have graduated from a degree program no more than two semesters prior to end of the internship; or must be enrolled as a student at a technical/vocational school and have completed at least half of required course hours.

Necessary Specialist Requirements

At the time of application, must be authorized to work in the United States and must have a cumulative grade point average of 2.75 or above.

Established: 11-05-18

Revised: 02-07-22

11-22-24