



TITLE:	Intern	STATUS:	Non-Exempt / At-Will
REPORTS TO:	Director, Campus Principal or Designee	TERMS:	Hourly / Part-time
DEPARTMENT:	Assigned Department or Campus	PAY GRADE:	Hourly (Comp Plan)

PRIMARY PURPOSE:

Provide assistance to assigned campus and/or department for the efficient and smooth operation of the office.

QUALIFICATIONS:

Education/Certification:

Enrolled in high school, community college or undergraduate program at a university

Special Knowledge/Skills:

Ability to communicate effectively (both verbally and written)

Effective organization and interpersonal skills

Ability to follow oral and written instructions

Experience:

Technical knowledge of data processing systems

General computer skills/experience

Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

WORKING CONDITIONS:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must maintain emotional control under stress, and occasionally work prolonged and/or irregular hours. Frequent district-wide travel is also required. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision. The work environment is a standard office setting including standard office equipment (fax, copier, phone, computer, etc.). The noise level in the work environment is usually moderate, but occasionally will be excessive.

Essential Functions:

1. Assist public, staff, and students as needed
2. Provide assistance to appropriate directors and/or supervisors as needed
3. Learn to select and use appropriate tools and technology for the job
4. Organizes time and resources and learns to prioritize time sensitive assignments
5. Uses efficient learning techniques to acquire and apply new knowledge and skills
6. Informs supervisor of any issues that arise on the job
7. Recognizes problems, and devices and implements plan of action
8. Organizes ideas and communicates orally
9. Displays responsibility, participates as a member of a team, and learns to be self-directed



The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or nonrenewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date