

CLASSIFICATION SPECIFICATION

Student Intern

FT/PT Class Code: 4098/4598 Pay Grade: B/C 01 FLSA: Non-Exempt Est. 06/05/13

SUMMARY STATEMENT: An incumbent is responsible for performing entry level routine duties in an assigned area in order to gain supervised practical experience in a department or field at the College.

NATURE AND SCOPE:

This is a temporary, part-time classification designed to provide students with the opportunity to gain supervised practical experience in a department or field at the College (e.g. Public Safety, Human Resources, etc.) A class incumbent reports to a clerical or administrative supervisor and performs work in accordance with instructions and established routines.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Performs entry level, routine duties that are designed to provide exposure to different aspects of a professional career field and to provide the opportunity to gain supervised practical job experience.
2. Attends and actively participates in training to develop additional skills as assigned by supervisor.
3. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of filing techniques and procedures.
- ◇ Good interpersonal and communication skills.
- ◇ Ability to operate office machines and equipment, e.g. copiers, microfilm and microfiche equipment.
- ◇ Ability to compare information to verify accuracy and to record information accurately.
- ◇ Ability to record information accurately.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED.