



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **INTERNSHIP COORDINATOR – PART-TIME**
(Provisional* Appointment)

SALARY: \$21.45 – \$30.59 hourly

LOCATION: Monroe County Department of Public Safety

HOURS: Three (3) Days/Week, Eight (8)Hour Shifts

JOB SUMMARY:

This is a professional position responsible for the development, coordination, and management of an internship program, ensuring it aligns with the goals of the organization and provides valuable learning opportunities for interns. Duties include screening applications and interviewing applicants, facilitating orientation and onboarding processes, and creating and managing schedules for interns. The employee reports directly to and works under the general supervision of the Director of Public Safety or other higher-level staff member. General supervision is exercised over interns. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Bachelor's degree in Human Resources, Business Administration, Education, or a related field; OR,
- (B) Graduation with an Associate's degree in one of the fields mentioned in (A) above, plus two (2) years paid full-time or its part-time equivalent experience in human resources, education, or program management; OR,
- (C) Four (4) years paid full-time or its part-time equivalent experience as defined in (B) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS:

This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

Visit: <https://www.monroecounty.gov/hr-choosemonroe> for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF PUBLIC SAFETY
33 NORTH FITZHUGH STREET - ROOM 2123
ROCHESTER, NEW YORK 14614
ATTN: JANICE TOLAND

Posting Date: October 8, 2024

Posting Deadline: November 8, 2024

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.