

STUDENT INTERN

Code No.: 4-18-233
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position in which the incumbent works in an agency or school district on a part-time or seasonal basis. The incumbent may perform one or more of a variety of activities depending upon the assigned functional area. Direct supervision is received from an administrator or staff member. Supervision is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not performed in a given position. Other related activities may be performed although not listed.)

Depending on the functional area, incumbent may perform one or more of the following activities:

Compiles and/or analyzes statistical data;

Researches records, data, statistics, literature, practical educational methods, etc.;

Operates a computer system;

Writes computer programs;

Writes reports, plans, proposals, job descriptions, letters, memos etc.;

Performs liaison activities;

Assists in budget preparation and control;

Conducts educational outreach activities;

Interviews technical experts to seek information;

Uses internet to search for information;

Interacts with the public/customers in person and on the telephone.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office procedures; ability to take direction and carry out assignments; ability to communicate effectively both orally and in writing; ability to organize and analyze work; ability to plan and coordinate; ability to understand and interpret written material; dependability; initiative; good judgment, resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Completion of one (1) year of college and currently enrolled in a Master's, Bachelor's or Associate's Degree Program.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: December 23, 1981

REVISED: April 03, 1997

REVISED: July 10, 1997

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