

STUDENT INTERN

DISTINGUISHING FEATURES OF THE CLASS: Student Intern is the title assigned to the Genesee County Internship program. This position is designed to provide a real world opportunity for students interested in local government to work side-by-side with professional staff committed to teamwork and providing quality municipal services. An incumbent in this class will generally be expected to perform research and special projects as necessary. This is a unique opportunity to gain hands-on and in-depth experience in a wide variety of disciplines related to local, regional, state and federal governmental operations. Candidates meeting the eligibility criteria for the internship program as specified in the minimum qualifications section of this job description may be appointed to serve on a temporary basis at an hourly rate of pay in any of the civil divisions under the jurisdiction of Genesee County. Student interns will generally be appointed on a temporary basis not to exceed six months. However, if it appears as though the assignment cannot be completed in six months, the temporary appointment may be extended for an additional six months if it is determined by the Genesee County Human Resources Director to be in the best interest of the service. In no case will the internship ever last for longer than eighteen months. Student Interns work under the direct supervision of assigned professional staff. Supervision of others is not required. The incumbent will perform all related duties as necessary.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Perform research and special projects as assigned;

Extrapolate pertinent data from a wide variety of sources;

Learn how to identify and utilize information pertinent to the assigned project;

Prepare oral or written reports or presentations as necessary;

Assist professional staff with the performance of their duties;

Perform routine clerical duties in support of research and special projects as necessary;

Use a personal computer and a wide variety of hardware and software to accomplish the goals of the research or special project;

May be required to attend committee meetings in order to learn about committee structure and function;

May be required to provide meeting support;

May be required to report on meeting topics.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Ability to follow oral and written instructions; ability to communicate effectively both orally and in writing; ability

to work independently; ability to demonstrate accuracy, integrity, confidentiality and good professional judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma recognized by the NYS Department of Education, AND currently enrolled in a regionally accredited or New York State Registered college or university.

SPECIAL REQUIREMENT: May be required to have a valid NYS driver's license at the time of appointment and maintained during employment.

Competitive