

STUDENT INTERN

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for the performance and/or assistance within departmental work. The incumbent's appointment runs concurrent with his/her status as a student. The appointment is terminated upon the student's graduation or if the incumbent is no longer enrolled as a student as set forth in the Minimum Qualifications. The duties involve, but are not limited to, research, analysis and clerical work. Goals and objectives will be developed directly by the department head or designee. The work is performed under the direct supervision of the department head or designee. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conducts research and analysis; Interprets results and reports the findings; Operates a computer to perform duties; Performs special projects as assigned; May attend meetings and educational programs; May assist with various activities in the field or work site; Performs a variety of technical activities as related to the department.

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: EITHER:

- A. Graduation from high school or possession of a high school equivalency diploma; OR
- B. Currently enrolled in a regionally accredited or New York State Registered college or university.
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT:

May be required to have a valid NYS drivers license at the time of appointment and maintained during employment.

Adopted: 10/4/05

Revised: 4/23/10; 6/12/15