



Title: Undergraduate Intern	Job Code: UGDINTRN
Department: Varies	Pay Grade: 305
Division: Varies	FLSA Status: Non-Exempt
Reports to: Varies	Safety Sensitive: No

BRIEF DESCRIPTION:

Under close supervision and mentorship of professional staff; undertakes one or more assigned activities and/or projects of fixed duration requiring an intermediate degree of knowledge and skill within a defined area of administrative or technical specialty. Duties may vary based on assignment and location of work (office, library, outdoors, etc.).

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

This position has responsibilities that require lifting up to 10 pounds on occasion.

- Assists department staff with daily tasks such as entering data into the computer; ensuring forms and documents are completed and accurate; conducting and completing research; processing various forms and documents; collecting and posting payments; and preparing various reports.
- Completes routine office duties by answering phones; transferring calls and taking messages; processing mail; filing; typing various correspondences; and maintaining office supplies.
- Provides customer service by providing information and directions as requested; receiving payments; and assisting customers over the counter.
- Create marketing, public relations, advertising, web design, social media and/or graphic arts for assigned department using Word, Adobe InDesign, Photoshop, etc.
- Completes special duties as assigned assisting with special events and special projects.
- All other duties as assigned by a supervisor/manager within your department/division.

JOB QUALIFICATIONS:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities may qualify. A typical way to obtain the knowledge, skills and abilities would be:

- **Education:** Must have a High School Diploma or GED and currently enrolled in an accredited university pursuing a Bachelor’s degree with a cumulative GPA of 3.0 or higher.
- **Experience:** None.
- **Licenses:** Valid Driver's License required.
- **Certifications Required:** None.
- **Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
- **Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
- **Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
- **Managerial:** The employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy. Performance is reviewed periodically.
- **Budget Responsibility:** None.



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- **Supervisory / Organizational Control:** Job does not supervise others.
- **Complexity:** Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
- **Interpersonal / Human Relations Skills:** Conversations occur 20% or less of the time.

OVERALL PHYSICAL STRENGTH DEMANDS:

The physical demands of this position are considered sedentary in nature and primarily involve work in an office setting. Typically this means exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.

PHYSICAL and NON-PHYSICAL DEMANDS:

This position includes the following physical demands in the daily course and scope of duties: constantly sitting at a desk working on a computer using fine dexterity; constantly relied on to use vision reading documents and looking at computer screen; constantly hearing and talking while communicating with co-workers and citizens in person or on phone; frequently standing to provide customer service; frequently handling paperwork and supplies; frequently kneeling and crouching to put supplies away; Occasionally, the position requires walking, lifting, carrying, pushing, pulling, and reaching for materials while working office supplies. Occasional bending while putting supplies away.

Non-Physical demands include frequent time pressure to ensure deadlines are being met; Change of tasks and priorities are routine and frequent. Effective ability to multi-task and work closely with other team members is required and essential. Additionally, ability to complete tedious and exacting work with efficiency and accuracy is required.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Phone, computer, printer, scanner, fax, copier and related software

ENVIRONMENTAL FACTORS:

This position works primarily in an office environment and is therefore not subject to extreme temperatures, humidity, noise, vibration, wetness, and physical dangers while working in this position.

PROTECTIVE EQUIPMENT REQUIRED:

None



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SIGNATURE – REVIEW AND COMMENTS:

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

I have reviewed this job description and received a copy:

Signature of Employee

Date